

## University of Michigan Health Centers Employee Scheduling Notification

In order to provide fair and consistent scheduling practices that maintain a 40 hour work week for staff, a flexible scheduling system is in place.

Every effort will be made to maintain a regular work schedule for staff. When needs necessitate working beyond the schedule on a given day, the manager and employee will work together to determine if overtime or time off on another day in the week will occur.

By signing below, the staff member(s) acknowledge receipt of this notification.

UMID	Print Name	Signature	Date
UMID	Print Name	Signature	Date
UMID	Print Name	Signature	Date
UMID	Print Name	Signature	Date
UMID	Print Name	Signature	Date
UMID	Print Name	Signature	Date
UMID	Print Name	Signature	Date

HR Approval Signature \_\_\_\_\_

Original to be kept on file in UMHHC Payroll Office; copy to be retained in department