

## SCHEDULE OF NON-WORKING HOURS

---

Employee Name:

Fiscal Year:

Warrior ID#

Enter actual working hours per week to be coded as **ACT**:

Enter number of **ACT** weeks to be worked this fiscal year:

PROJECTED DAYS, WEEKS, OR MONTHS TO BE CODED AS " <b>NWH</b> "	START DATE	END DATE
(Example) June and July	6/1/20XX	7/31/20XX

Total **NWH weeks**:

Grand total number of weeks this fiscal year:

The above schedule of non-working hours has been discussed and approved between the employee and supervisor. To signify this approval, please electronically sign and/or type your name below.

Employee Signature

Date

Supervisor Signature

Date