

Henry Ford Community College
Office of Human Resources
HFCC-SSA Request for Temporary Work Schedule Adjustment

Employee	
Department	
Supervisor	
Semester	
Course	
Days/Times Course Meets	
Reason for Request	<input type="checkbox"/> Start time of course conflict with work <input type="checkbox"/> End time of course conflict with work <input type="checkbox"/> Course only offered during work
For Use Human Resource Only	
HR Review Date and Notes	
Status	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Explanation:
Employee Signature Date	
Employee Signature Date	
Copy to Supervisor Sent	