

**ASSIGNMENT to 4-DAY ALTERNATE WORKWEEK SCHEDULE  
Pursuant to LOA 19-LL-055**

**Department/Division:** \_\_\_\_\_ **Duty Station:** \_\_\_\_\_

It is agreed between the parties that the provisions of the Master Alternate Workweek Agreement #1 (4-day Schedule), 19-LL-055, shall apply to the following bargaining unit members:

PCN	Employee Name	Employee ID#	Job Classification

The work schedule shall consist of four consecutive 10-hour workdays within the defined 40-hour workweek, which begins at midnight of the third regular day off (RDO). The regularly scheduled days and hours are as follows:

Day					RDO	RDO	RDO	Total
Hours	10:00	10:00	10:00	10:00	00:00	00:00	00:00	40:00

Management reserves the right to alter this schedule, when necessary, to meet the business needs of the workplace with consideration of the employee's needs, in accordance with the collective bargaining agreement.

This assignment shall be effective on\* \_\_\_\_\_, and shall remain in effect through \_\_\_\_\_ (no later than June 30, 2021). **\*AWW must begin on the first day of the defined workweek.**

Either party may cancel upon fifteen calendar (15) days written notice, with concurrent notice to the Payroll Services Manager. In the event of cancellation, the affected employee shall return to a normal work schedule in the first week following the required notice period.

**For the Department:** \_\_\_\_\_  
Supervisor Date

**For the State of Alaska:** \_\_\_\_\_  
DOP&LR Payroll Services Manager (or designee) Date

cc: Public Employees Local 71/LTC (via email scan or facsimile)