

**Assignment to Alternate Workweek
Under Master Letter of Agreement
07-KK-220**

Department of: _____ Division of: _____

Location: _____

Having agreed to the terms of the Alternate Workweek Master Letter of Agreement (07-KK-220), the following employee(s) is/are hereby appointed to the alternate schedule designated below:

PCN	Employee Name	Classification
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The work schedule and terms and conditions of employment shall be in accord with Option _____ (One or Two) as set forth in the Master Letter of Agreement.

The workweek shall be defined as _____ through _____

This assignment shall become effective on _____ and shall remain in effect through _____ or until canceled by either party upon fifteen (15) days written notice. In the event of cancellation, the affected employee(s) shall return to a normal work schedule in the first workweek following the required notice period.

For the State of Alaska:

For the CEA:

Division Director or Designee

Union Representative

Date

Date

cc: CEA-APEA/AFT