**MEMORANDUM**

TO: Name, Title

FROM: Supervisor, Title

DATE: March 22, 2017

SUBJECT: Permanent Schedule Change

Per WAC 357-28-252, I am notifying you of a change to your permanent work schedule from four, 10-hour days per week to five, 8-hour days per week work shift beginning DATE. (*Must provide seven calendar days' notice to the employee. The day notification is given constitutes a day of notice*) Effective date, your working hours will be from 8:00 am – 5:00 pm, Monday – Friday.

cc: Appropriate Area/Department Representative(s)

 HRS Personnel File