# M E M O R A N D U M

TO: Employee

FROM: Supervisor, Title

DATE: Date

SUBJECT: Temporary Schedule Change

Per WAC 357-28-252, I am notifying you of a temporary change to your work schedule beginning DATE. (*Normally two calendar days' notice must be given to the employee. The day notification is given constitutes a day of notice – see WAC listed below.*) Starting on DATE through DATE your working hours will be from 7:00 a.m. – 6:00 p.m. Monday thru Thursday/Tuesday thru Friday.

cc: Appropriate Area/Department Representative(s)

HRS Personnel File

##  WAC 357-28-252 (1) For temporary changes in work hours or shift for a period of thirty calendar days or less, the employer must provide two calendar days' notice to the employee. The day notification is given constitutes a day of notice. The employer may provide less than two calendar days' notice for the following reasons:     (a) When there are emergency conditions as defined by the employer, including employees dispatched to emergency response duty under an incident command system as defined in RCW [38.52.010](http://apps.leg.wa.gov/RCW/default.aspx?cite=38.52.010), and employees of the department of corrections who are in charge of offenders assigned to assist in forest fire suppression and other emergency incidents;     (b) When there is a lack of work or a safety hazard to the employee and/or others; or     (c) When the change is requested by the employee and approved by the employing official.