



Request for Temporary Schedule Change for Personal Convenience

For my own personal convenience, I _____

hereby submit this written request for a temporary change in my regular schedule from (date) _____ through _____

Table with columns for 'From Regular Schedule' and 'Change Schedule To', including days of the week (BT, OL, IL, ET) and a section for 'Scheduled Day(s) Off'.

I understand that should this request be granted, I will not be entitled to the payment of out-of-schedule premium for hours worked outside of and instead of my regular schedule.

Employee's Signature, Employee ID (PIN), Date Signed, Pay Location

I hereby endorse and agree to the above request

Steward's Signature, Date Signed

APPROVED / DISAPPROVED (Give reason), Date Entered, Entered By (Initials)

Supervisor's Signature, Date Signed

Privacy Act Statement: Your information will be used to process your compensation and payroll request. Collection is authorized by 39 U.S.C. 401, 409, 410, 1001, 1003, 1004, 1005, and 1026; and 29 USC 2601 et seq. Providing this information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and the Merit Systems Protection Board of Office of Special Counsel. For more information regarding our privacy policies visit usps.com/privacy policy.