

**Schedule Request for Service (N/A for Academy Kids)**

Quarter Requesting:

\_\_1 (Jan, Feb, Mar) \_\_2 (Apr, May, Jun) \_\_3 (Jul, Aug, Sep) \_\_4 (Oct, Nov, Dec)

Request for: (Name) \_\_\_\_\_

Date of Request Submission: \_\_\_\_\_

I need to schedule these days off for the quarter:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I'm requesting \_\_\_\_\_ hours per week.

Please indicate the time slots that work BEST for you. We will make every effort to accommodate your requests. If none of your requested time slots are available, we will contact you.

1<sup>st</sup> Choice for Schedule

|           | Preferred Start Time | Preferred End Time |
|-----------|----------------------|--------------------|
| Monday    | AM / PM              | AM / PM            |
| Tuesday   | AM / PM              | AM / PM            |
| Wednesday | AM / PM              | AM / PM            |
| Thursday  | AM / PM              | AM / PM            |
| Friday    | AM / PM              | AM / PM            |

2<sup>nd</sup> Choice for Schedule

|           | Preferred Start Time | Preferred End Time |
|-----------|----------------------|--------------------|
| Monday    | AM / PM              | AM / PM            |
| Tuesday   | AM / PM              | AM / PM            |
| Wednesday | AM / PM              | AM / PM            |
| Thursday  | AM / PM              | AM / PM            |
| Friday    | AM / PM              | AM / PM            |

3<sup>rd</sup> Choice for Schedule

|           | Preferred Start Time | Preferred End Time |
|-----------|----------------------|--------------------|
| Monday    | AM / PM              | AM / PM            |
| Tuesday   | AM / PM              | AM / PM            |
| Wednesday | AM / PM              | AM / PM            |
| Thursday  | AM / PM              | AM / PM            |
| Friday    | AM / PM              | AM / PM            |

Schedule requests are due:

1<sup>st</sup> Q – December 1    2<sup>nd</sup> Q – March 1    3<sup>rd</sup> Q – June 1    4<sup>th</sup> Q – August 1