



**DEPARTMENT OF THE INTERIOR  
OFFICE OF FACILITIES AND ADMINISTRATIVE SERVICES  
COMPRESSED WORK SCHEDULE REQUEST**

*To request a compressed work schedule, this form must be completed, signed, approved by the supervisor, and submitted to the OFAS Support Services Division. In establishing work schedules, appropriate consideration should be given to our customers to ensure that offices are adequately staffed during customer business hours. Arrival and departure times requested on this form must conform to the requirement that all work schedules include OFAS's core business hours of 9:00 am - 3:00 pm.*

I, \_\_\_\_\_ request to work the following:  
(Employee Name)

**Compressed Work Schedules**

1. \_\_\_\_ 5/4-9 work schedule with the following preferences:

Arrival time: \_\_\_\_\_ Departure time: \_\_\_\_\_ 8-Hour Day: \_\_\_\_\_

Day off: \_\_\_\_\_ \*\*Lunch duration (i.e., 30, 45 or 60 minutes): \_\_\_\_\_

\*\*Lunchtime window: \_\_\_\_\_

2. \_\_\_\_ \*4-10 work schedule with the following preferences:

Arrival time: \_\_\_\_\_ Departure time: \_\_\_\_\_

Week one day off: \_\_\_\_\_ Week two day off: \_\_\_\_\_

\*\*Lunch duration (i.e., 30, 45 or 60 minutes): \_\_\_\_\_ \*\*Lunchtime window: \_\_\_\_\_

Employee Remarks:

\_\_\_\_\_  
\_\_\_\_\_

Employee Signature

Date

\_\_\_\_\_  
\_\_\_\_\_

*(Supervisors are to complete section below)*

Request to work CWS: \_\_\_\_ Approved \_\_\_\_ Disapproved for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

Immediate Supervisor's Signature

Date

\*Additional Supervisor's (Division Chief/  
Director) Signature

Date

\_\_\_\_\_  
\_\_\_\_\_

Signature - OFAS Support Services

Date entered compressed work schedule into FPPS

\_\_\_\_\_  
\_\_\_\_\_

*\*Additional signature required in the case of requests for a 4-10 compressed work schedule*

*\*\*Employees must incorporate a minimum 30-minute mid-day lunch break into their schedule and adjust arrival and departure times to include their lunch break (For example: for a 9-hour workday that includes a 30-minute lunch break, the arrival time could be 7:30 am with a departure time of 5:00 pm, 9 hours of work plus the 30-minute lunch break).*