



Status Change Request COVID-19 Reduced Work Hours

Employees may request to reduce their hours to a minimum of 18.75 hrs/week for non-exempt staff and 20 hrs/week for exempt staff). Supervisor approval is required. Completed requests should be submitted to SOM-COVIDWorkSchedules@case.edu and HRRecords@case.edu. For further information or questions, please contact Danielle Haslett, SOM Human Resources Manager at SOM-COVIDWorkSchedules@case.edu or the University HR Service Center at AskHR@case.edu.

Employee's Name: _____

Employee ID: _____

Department: _____

Supervisor Name & Title: _____

Current Status & Hours Worked Per Week: _____

New Part-time Hours Worked Per Week: _____

Start Date: _____

End Date: _____

Employee Signature (*written and electronic signatures accepted*)
(by signing below, Employee confirms that this request is voluntary)

_____ Date: _____

Supervisor Signature (*written and electronic signatures accepted*)
(by signing below, Supervisor approves this voluntary request)

_____ Date: _____