

**Less than 12-Month Schedule Agreement**

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| **Employee Name** *(Last Name, First, Middle Initial)* | **Employee ID#** |
| **Position #** | **Department # and Department Name** |
| **Employee Classification**  Choose an item. | **Indicate the position’s schedule**  Choose an item. |

Work schedules must start on either the 10th or 25th of the month and end on the 9th or 24th of the month to be in conjunction with the payroll calendar.

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| **Work schedule begins** *(mm-dd-yyyy)* | **Work schedule ends** *(mm-dd-yyyy)* |
| **Time off begins** *(mm-dd-yyyy)* | **Time off ends** *(mm-dd-yyyy)* |

I have explained the terms and conditions of the less than 12-month schedules to the employee. I understand that this form must be renewed annually.

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| **Supervisor’s signature** |  | **Date** |

A less than 12-month schedule is defined in [Policy 1310 Alternative Work Schedules](https://www.jmu.edu/jmu-policy/policies/1310.shtml). I understand I must work the total number of months indicated on the schedule agreement before taking the designated time off. I understand my annual salary, under this agreement, will be adjusted according to the number of months indicated above and will be paid over 24 pay periods to accommodate deductions for benefits. I agree to reimburse the university for any overpayment of salary should I leave employment with the university or my employment status changes during this schedule agreement.

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| **Employee’s signature** |  | **Date** |

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| **Unit head, Dean, AVP, or VP’s signature** |  | **Date** |

Please send the original to Human Resources MSC 7009. If using the form via Adobe Sign, after completion, the form will automatically route to Human Resources.