

## WORK SCHEDULE REQUEST FORM

EMPLOYEE'S NAME	DATE
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I AM REQUESTING THE FOLLOWING SCHEDULE BE EFFECTIVE BEGINNING PAY PERIOD \_\_\_\_\_

I ELECT TO PARTICIPATE IN THE FOLLOWING WORK SCHEDULE:

5-4/9 (INDICATE THE DAY YOU ARE REQUESTING FOR YOUR SCHEDULED DAY OFF (SDO) AND WHICH YOU ARE REQUESTING FOR YOUR 8 HOUR DAY.)

FLEXITOUR

EMPLOYEE'S SIGNATURE	DATE
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	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1ST WEEK WORK							
LUNCH							
2ND WEEK WORK							
LUNCH							

<input type="checkbox"/> APPROVED <input type="checkbox"/> RECOMMEND DISAPPROVAL (COMPLETE REASONS FOR DISAPPROVAL, BELOW, & FORWARD TO WING/GRP)	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
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SUPERVISOR'S SIGNATURE	DATE	WING/GROUP COMMANDER'S SIGNATURE	DATE
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**REASON FOR DISAPPROVAL/RECOMMENDED DISAPPROVAL**

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).