

NEW MEXICO DEPARTMENT OF TRANSPORTATION

Request For Deviation From Standard Work Schedule



Employee Name: _____ SHARE ID: _____

Division/District: _____

Check One:

Request to Adjust Standard Work Schedule

Begin Time: _____ a.m. Lunch Break: _____
End Time: _____ p.m. _____ to _____

Reason for Request:

Request for an Exception to Standard Work Schedule

Reason for Request:

By signing below the employee acknowledges that they have read and understand AD 606, Employment Work Hours.

Employee Signature Date

Approvals

Supervisor Date

I am a Manager/Bureau Chief I am a District Engineer
 I am a Division Director I am a Deputy Secretary
 I am The Cabinet Secretary

Manager/Bureau Chief Date

District Engineer/Division Director Date

Deputy Secretary Date

Cabinet Secretary Date

Comments:

Note: Please make a copy of this form and forward the original to the Human Resources Management Bureau