



Request for 80% FTE Work Schedule

Employees utilizing leave banks due to childcare needs as a result of school closures, may opt to reduce their schedule to 32 hours per week in order to extend leave balances.

*Only employees with childcare needs as a result of school closure are eligible

Name of Employee: _____ Employee ID#: _____

Department: _____

80% FTE Schedule Start Date: _____

80% FTE Schedule End Date: _____

Employee Signature: _____

Department Head Signature: _____

HR Director Signature: _____

Once completed by the department, please submit to erahrclerks@spokanecity.org for HR review and processing.