The following schedule request form allows Metro employees to voluntarily reduce their schedule and participate in Oregon Work Share. More information and detailed instructions on Oregon Work Share can be found at [oregonmetro.gov/workshare.](https://www.oregonmetro.gov/work-share-program-information-metro-employees)

**Form instructions**

1. Provide furlough schedule information
a. Choose furlough reduction amount and schedule information
b. Indicate start and end date
c. Provide additional information, if any
2. Complete authorization
3. Email completed form to your supervisor for approval

Supervisors: Once schedule preference has been approved, email the form to kronoshelpdesk@oregonmetro.gov

Note on Work Share and Oregon unemployment filing: Employees who did not participate in previous schedule reductions will need to complete an Oregon Employment Department unemployment application and tax withholding forms. Employees who participated in Work Share previously *do not* need to fill out new unemployment forms.

**Employee name: Click here to enter text. Department: Click here to enter text.**

**Manager: Click here to enter text.**

**Step 1: Provide furlough schedule information**

The following schedule options provide example schedules. If your preferred schedule is not listed below inter that information under *Additional schedule information.*

**A. Choose hours reduction for each work week**

[ ]  **20% reduction, 8 hours of reduced schedule**

[ ]  2 hours off each of these days Days of week, or

[ ]  4 hours off each Day of week, or

[ ]  one, 8-hour day off on Day of week

[ ]  **30% reduction, 12 hours of reduced schedule**

[ ]  4 hours off each of these three days Days of week, or

[ ]  one, 8-hour day off on Day of week and 4 hours off on this day Days of week

[ ]  **40% reduction, 16 hours of reduced schedule**

[ ]  4 hours off each of these four days Days of week, or

[ ]  two, 8-hour days off on Days of week

**B. Provide start and end date or duration of weeks***Reduced schedules cannot begin any sooner than one work week from when received by the Kronos help desk.*
Click here to enter text.

**C. Additional information to describe schedule:**

Click here to enter text.

**Step 2: Complete Authorization**

By signing this document, I agree to voluntarily reduce my schedule as I have indicated. I understand that during work weeks with a reduced schedule that:

* I will be considered a non-exempt (hourly) employee.
* I am not allowed to work while on a furlough or schedule reduction day.
* I will be subject to Metro’s timekeeping policies, including requirements around taking meal and rest breaks.
* I am prohibited from working more than the hours set forth in my reduced schedule. If a need arises such that I may need to work more than my reduced schedule, I agree to notify my supervisor in advance of working those excess hours and obtain written supervisor approval before working beyond my reduced schedule. I understand that if I work more than my reduced hours, I may be disqualified from the Work Share program (if I am participating).
* I agree that at the end of each pay period, I will review my hours to make sure that the hours in Kronos are an accurate representation of the hours worked. If I have worked more than the hours set forth in my reduced schedule and as represented in Kronos, I will report the issue to my supervisor immediately.

Employee authorization: Click here to enter text. Date: Click here to enter text.

By signing this document, I acknowledge that I have reviewed the schedule request form with the employee and approve the reduced schedule outlined above.

Manager authorization: Click here to enter text. Date: Click here to enter text.

**Step 3: Email to Kronos Help Desk**

Supervisors: Once schedule preference has been approved, email this form to kronoshelpdesk@oregonmetro.gov

Received by Kronos Help Desk staff, date: Click here to enter text.