# GENESEO

Application for Compressed Work Week (Summer 2025)

**Part A** – To be completed by employee:

**The employee will automatically be returned to their previous work schedule at the conclusion of pay period in accordance with the end date selected below (and based on approval of your supervisor):**

I wish to work a compressed workweek between May 22, 2025 through (select one)

☐ July 16, 2025

☐ July 30, 2025

☐ August 13, 2025

List specific days and hours to be worked each week: _____

Please provide any details and/or reasons to be considered in reviewing this request (use reverse of this form.)

_____ _____

Employee (print name) Department

_____ _____

Employee's signature Date

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**Part B** – To be completed by the direct or immediate supervisor(s) - **Requests require approval up through the Director level only.**

Immediate Supervisor Recommendation:

☐ Approval recommended ☐ Denial recommended

Comments: _____

_____ _____

Immediate/direct supervisor's signature Date

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