
ALTERNATIVE WORK LOCATION FORM

Please be aware that the College at Brockport will be officially closed to the public on Sunday, December 16, 2018, and will reopen on Wednesday, January 2, 2019. Employees may choose to work at an alternative work location (Rakov) and will be given their assignment after December 7, 2018.

In order to schedule an alternative work location during the Holiday Break, please complete this request and submit to the Office of Human Resources, along with a copy to your supervisor by November 28, 2018.

Please note: If you do not wish to work during the break, or will be working at your regular work location, please disregard this form.

Date/Day & Hours of Work (i.e. 8:00 am - 4:00 pm)

Mon., December 17 _____
Tues., December 18 _____
Wed., December 19 _____
Thurs., December 20 _____
Fri., December 21 _____

Mon., December 24 _____
Tues., December 25 HOLIDAY OBSERVED
Wed., December 26 _____
Thurs., December 27 _____
Fri., December 28 _____

Mon., December 31 _____
Tues., January 1, 2019 HOLIDAY OBSERVED

Thank you for your cooperation in this matter.

Signature

Department

Please Print Name

Date
