

# ETTA Change Request Form

**Date Submitted:**

**Employee Name:**

**Type of Request:**

**Date(s) Requested:**

**Number of  
Hours Requested:**

**Approved:**

**Disapproved:**

**Approved:**

**Disapproved:**

**Supervisor:**

**Bureau Chief:**

## **Explanation:**

*Note: An explanation is required for all change requests except annual leave and use of comp time.*

## **Additional Notes:**

### ***Work at Home Requests***

The employee is responsible for submitting hard copies of the completed work to the supervisor on the next work day. If work completed does not have hard copies associated with it (i.e.; training prep, internet-based work), the employee is responsible for submitting an email detailing the work completed to the supervisor on the next work day. An employee is allowed up to two WAH days per week and does not include requests to WAH during inclement weather. If more than two WAH days are requested in a week, the employee must submit the request as a Special Accommodation Request to the supervisor.

### ***Special Accommodation Requests***

For special accommodations, the type of request should be submitted when an employee wants a temporary exception to the current WAH policy. All Special Accommodation Requests require supervisor and bureau chief approval.

### ***"To Earn" Comp Time Requests***

All "to earn" comp time requests that are less than 12 hours (e.g., eight additional working hours plus four hours of comp time) in any one week should be submitted to the supervisor for approval one week in advance of the request. For comp time requests that are 12 or more hours in a week, the request should be submitted to the supervisor and bureau chief for approval at least one week in advance of the request. *Please note that a request may be denied if not submitted in a timely manner.*