



# Request for Temporary Schedule Change for Personal Convenience

For my own personal convenience, I \_\_\_\_\_

hereby submit this written request for a temporary change in my regular schedule from (date) \_\_\_\_\_ through \_\_\_\_\_.

From Regular Schedule:				Change Schedule To:					
<b>Primary</b>	BT	OL	IL	ET	<b>Primary</b>	BT	OL	IL	ET
(Fill in individual days below only if needed)				(Fill in individual days below only if needed)					
<b>Sat</b>	BT	OL	IL	ET	<b>Sat</b>	BT	OL	IL	ET
<b>Sun</b>	BT	OL	IL	ET	<b>Sun</b>	BT	OL	IL	ET
<b>Mon</b>	BT	OL	IL	ET	<b>Mon</b>	BT	OL	IL	ET
<b>Tue</b>	BT	OL	IL	ET	<b>Tue</b>	BT	OL	IL	ET
<b>Wed</b>	BT	OL	IL	ET	<b>Wed</b>	BT	OL	IL	ET
<b>Thu</b>	BT	OL	IL	ET	<b>Thu</b>	BT	OL	IL	ET
<b>Fri</b>	BT	OL	IL	ET	<b>Fri</b>	BT	OL	IL	ET
<b>Scheduled Day(s) Off:</b>				<b>Scheduled Day(s) Off:</b>					

I understand that should this request be granted, I will not be entitled to the payment of out-of-schedule premium for hours worked outside of and instead of my regular schedule.

Employee's Signature	Employee ID (EIN)	Date Signed	Pay Location
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I hereby condone and agree to the above request.

Steward's Signature	Date Signed
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<input type="checkbox"/> APPROVED	Date Entered	Entered By (initials)
<input type="checkbox"/> DISAPPROVED (Give reason)		

Supervisor's Signature	Date Signed
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**Privacy Act Statement:** Your information will be used to process your compensation and payroll request. Collection is authorized by 39 U.S.C. 401, 409, 410, 1001, 1003, 1004, 1005, and 1026; and 29 USC 2601 et seq. Providing this information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and the Merit Systems Protection Board of Office of Special Counsel. For more information regarding our privacy policies visit [usps.com/privacy-policy](http://usps.com/privacy-policy).