AD-2001	U. S. DEPARTMENT OF AGRICULTURE										
(05-00)	DESIGNATION OF TOUR OF BUTY										
DESIGNATION OF TOUR OF DUTY Biweekly Schedule											
		Dinouniy	Jonedala								
INSTRUCTIONS: Pleas	se provide a copy to EM	PLOYEE and TIMEKEE	EPER.								
TO (Supervisor)			FROM (Employee)		——————————————————————————————————————						
	DADTA	DEQUEET COD	DIMETICAL Y COLUM	·							
	PARIA	- REQUEST FOR	BIWEEKLY SCHE	:DULE							
Under the Work Schedu	le options I elect to wo	rk a Maxiflex sched	lule Flexitour sche	dule Compressed	Work Schedule						
In accordance with the	schedule selected above	, I request the following	daily work schedule a	s my tour of duty begi	nning the first full pay						
period after supervisory	approval. In submittin	g this request, I underst	and the following:	,,,	g pu)						
Turred Andre a Joseph Base	le an T have indicated by		11	AL. 7 1.1 1 11							
I must take a lunch brea	parang.				у.						
30 minutes 45 minutes 60 minutes Other:											
a Anneoval of this	request is continuent or	workload reminer	_								
Approvar or uns	request is contingent or	n workload requirements	s.								
The Hours of Duty selected must meet the number of hours I am scheduled to work in a pay period, e.g., 60, 64, 80. Full-time											
		5 1/2 hours and a maxim			· · · · · · · · · · · · · · · · · · ·						
		DAILY HOURS AND A									
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEK 1 TOTALS						
TIME: HOURS:											
nouns:	WEEK 2	DAILY HOURS AND A	NTICIPATED ARRIVA	TIME							
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEK 2 TOTALS						
TIME:											
HOURS:					_						
			TOTAL HOUR	S PER PAY PERIO	D]						
EMPLOYEE'S SIGNATURE				DATE							
APPROVAL (Supervisor's Sign	ature)		DATE								
	PART B - RE	QUEST FOR CHAN		CHEDULE							
10 = 01 =		Check O	 								
One Time Only, effe	ective Pay Period No.:		For Duration, effe	ctive Pay Period No.:							
	WEEK 1	DAILY HOURS AND A	NTICIPATED ARRIVA	LTIME							
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEK 1 TOTALS						
TIME:			ļ <u>-</u>								
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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEK 2 TOTALS						
TIME:											
HOURS:											
			TOTAL HOUR	S PER PAY PERIO	D						
EMPLOYEE'S SIGNATURE		DATE									
APPROVAL (Supervisor's Sign	ature)	DATE									
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REMARKS											
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					AD-2001 (05-00)						

AD-2002	2							TEE NAME			CONTACT POINT							
(05-00)													i					
l .				RICULTUI		`												
PAY PERIOD						<u> </u>	OFFICE	DATEN	<u> </u>		L			IVEAD				
PAT FERIOD	FROM (MIM/DDYY) TO (MIM/DDYY)						OFFICE/DIVISION/BRANCH										YEAR	
				FIRST WEEK							SECOND WEEK					_1,	<u> </u>	
TIME	SUN	MON	TUE	WED	THUR	FRI	SAT	1st WEEK HOURS	SUN	MON	TUE	WED	THUR	FRI	SAT	2nd WEEK HOURS	PAY PERIOD TOTAL	
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LUNCH				<u> </u>				i .										
OUT-	1				1			1	1	1								
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	l	L	LEAV	E RECO	ORD (O	otional)		-	L	 	L	TRANS	ACTIO	N CO	DES		
LEAVE RECORD (Optional)								TRANSACTION CODES (Also see PC-TARE Procedures Handbook)										
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BROUGH Annual 61	FURWA	עט	ACC	RUED	AVAII	ABLE	US	ED	BALA	NCE	1 R	anniar Ma	ırs Worke	d 62/	#2 F	FLA		
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CH 50			 		+		 			.					Mitary Leave Used			
l certify that all time recorded this period is correct according to law and regulations.							i			66		loliday, Admir						
NOTE: If an employee is found guilty of submission of or causing or allowing the submission							[60 Compensatory Time 66 Holiday, Admini Used (Religious Leave, Jury											
of falsely stated payroll documents or their supporting documents, the penalty may result in							Observance) 66/61 Time-Off Award											
disciplinary action up to and including removal.									U	DESTRUCTION PRESE	ray							
	YEE INITIALS: DATE: SUPERVISOR INITIALS: DATE:							TIMEK	EEPER I	NITIALS	:	DATE	:					
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REMARKS:																		
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