

Please Note: Nevada Medicaid does not allow Physically Disabled (PD) Waiver program funds to be used for overtime payments. This form is required for the PD Waiver FMS program, so that employees have the option of working a flexible schedule through the work week while also avoiding overtime payments. If an employer schedules an employee to work more than 40 hours in a work week, the overtime will not be paid by the FMS. The employer is responsible to pay any overtime payments out of pocket.

REQUEST FOR VARIABLE WORKDAY SCHEDULE

I, _____, hereby choose and request approval for
(Employee's Printed Name)

a variable workday schedule. I understand that by doing so, I may with my employer's approval, adjust my work schedule in a week so I can work more than 8 hours a day but no more than 12 hours a day, provided I do not exceed 40 hours in a work week. A work week is defined as *Sunday through Saturday*.

Entered into this _____ day of _____ in the year 20____
(date) (month) (year)

_____ Employee's Signature	_____ Employee ID #	_____ Signature Date
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Approved by: _____
Employer of Record/Designated Rep Signature Signature Date

This agreement shall remain in effect throughout the duration of employment.

It is important for employers and employees to carefully plan work schedules to avoid working more than 40 hours in a work week. Employees should set reliable reminders for themselves to clock out of their shift timely, to avoid late clock-outs that could inadvertently cross into overtime. If a late clock-out does cross into overtime, the FMS agency cannot pay the shift per program rules. Employees should reach out to the FMS agency to learn how to correct a late clock-out.