



## TEMPORARY SCHEDULE CHANGE REQUEST FORM

Yeshiva University is committed to providing employees with the right to temporarily change their

work schedule , LQ DFFRUGDQFH ZLWK 1HZ <RUN &LW\·V 1<& 7HPSRUDU\ 6F

Eligible employees may request to change their work schedule , IRU FHUWDLQ ´SHUMRQDO HYH

to two days with in a calendar year: either two (2) separate occasions , each totaling one (1)

Please save a copy of this form for your records and forward a copy to:  
Human Resource Office at [hr@yu.edu](mailto:hr@yu.edu)