



# Channel Islands

## COMPLETING THE CI ALTERNATE SUMMER WORK SCHEDULE 2023 APPROVAL FORM Effective Start Date: June 4, 2023 | Effective End Date: August 12, 2023

1. Log in to Adobe Sign, then choose “Start from Library” > Templates > and type “Alternate” into the search bar. The *CI Alternative Summer Work Schedule 2023* form should appear. Click on the form then the “Start” button.

Name	Last Modified
CI ALTERNATE SUMMER WORK SCHEDULE 2023	05/12/2023

2. If you are initiating the form for yourself, then submitting to your manager for approval, list your email address as the first recipient, and your manager as the second recipient. Be sure to update the Message to include your name, as your manager may be receiving several of these requests. **\*\*Make sure to click on the “Preview & Add Signature Fields” check box before proceeding.**

Get documents signed

Send an agreement to others for e-signing, approval, or other processing.

Recipients\*

Complete In Order  Complete In Any Order  [Add Me](#) | [Add Recipient Group](#)

1	Myself	Email	
2	angela.portillo@csuci.edu	Email	
3	Enter recipient email		

Show CC

Message\*

CI ALTERNATE SUMMER WORK SCHEDULE 2023 - J.Parker

Please review and sign where indicated to approve the CI ALTERNATE SUMMER WORK SCHEDULE 2023 request for Jessica Parker. Thank you.

Files\*

CI ALTERNATE SUMMER WORK SCHEDULE 2023

Drag More Files Here

Options

Password Protect

Recipients' Language

English: US

Preview & Add Signature Fields

Next

OR

- If you are initiating the form for someone else, list your email address as the first recipient, the employee as the second recipient, and their manager as the third recipient. Be sure to update the Message to include the employee's name, as their manager may be receiving several of these requests. **\*\*Make sure to click on the "Preview & Add Signature Fields" check box before proceeding.**

Get documents signed  
Send an agreement to others for e-signing, approval, or other processing.

Recipients\*

Complete In Order  Complete In Any Order  Add Me | Add Recipient Group | ?

1		Myself		Email	
2		martha.ferguson@csuci.edu		Email	
3		angela.portillo@csuci.edu		Email	
4		Enter recipient email			

Show CC

Message\*

CI ALTERNATE SUMMER WORK SCHEDULE 2023 - M.Ferguson

Please review and sign where indicated to approve the CI ALTERNATE SUMMER WORK SCHEDULE 2023 request for Martha Ferguson. Thank you.

Options

Password Protect

Recipients' Language

English: US

Files\*

Add Files

CI ALTERNATE SUMMER WORK SCHEDULE 2023

Drag More Files Here

Preview & Add Signature Fields

Next

- You as the employee, or the initiator, can complete Section I, filling in the required information for whichever alternate work schedule(s) is being requested. For Section II, you will need to add the signature lines and dates for both the employee and manager. You may add additional signatures as signers or approvers.

**Section II: To be completed by the employee.**

I request to participate in the CI Alternative Summer Work Schedule. If approved, I will work the hours indicated on the schedule that I have selected on this form. I understand that I must notify my department (and possibly Payroll and Human Resources) of any changes in schedule. I acknowledge that the day after the end of the Summer Alternate Work Schedule Period, August 13, 2023, that my schedule will revert to my current, regular work schedule.

Print Name: \*  Employee ID: \*

Signature: \*  Date:

**Section III: To be completed by the employee's administrator.**

- I recommend this schedule.
- I do not recommend this schedule for the following reason(s):

Print Name: \*  Title: \*

Signature: \*  Date:

- Once the signature fields are added, submit the form and it will be sent to the next recipient.

The Alternate Work Schedule (AWS) form does not need to be submitted to HR. If the employee chooses the telecommuting option, a new telecommuting agreement will need to be submitted to HR at [hr.forms@csuci.edu](mailto:hr.forms@csuci.edu). If the employee chooses the 4/10 work schedule, please forward a copy of the AWS form to Payroll at [payroll.services@csuci.edu](mailto:payroll.services@csuci.edu)