# Requesting Changes to Your Work Schedule

## Do You Need to Change Your Work Schedule?

You have the opportunity to request changes to your work schedule on a six-month cycle, which is typically in February and August of each year.

To maintain your current work schedule, you do not need to submit a new request (form AWS-1).

**February 14, 2022**

If you want to change your existing work schedule, submit your request to your immediate supervisor using form [AWS-1](https://ibcnet.bc.doi.net/sites/default/files/forms/HRD/IBC-AWS-form.pdf).

**February 22, 2022**

Your supervisor will inform you as to whether or not your request is approved.

**March 1, 2022**

Your supervisor will forward the form [AWS-1](https://ibcnet.bc.doi.net/sites/default/files/forms/HRD/IBC-AWS-form.pdf) with any approved work schedule changes to your servicing Human Resources Office.

**March 14, 2022**

Your approved work schedule changes become effective.

If your work schedule change request is not approved, your supervisor will inform you of the criteria that prevented your request from being granted. For employees represented by the American Federation of Government Employees (AFGE), Local 1114, it is your responsibility, if so desired, to notify the union if you are dissatisfied with the decision.

Note, per IBC's Alternative Work Schedule (AWS) policy, a formal call for changes is sent twice a year. However, if an employee requests a change at other than the six-month cycle, it will be at the supervisor’s discretion (unless the request is for hardship) to determine if the change can be approved and implemented at that time. The supervisor will notify the employee of approval or non-approval. If the request is not approved, the supervisor will notify the employee of the criteria by which the employee’s selected work schedule was denied. The denial of an employee’s request where there is a hardship is grievable.

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## Questions?

If you have any questions regarding the AWS policy, please contact your [servicing human resources (Employee Relations) specialist](https://ibc.doi.gov/HRD/hr-services-contacts).