

(OPP-9)

DATE: May 4, 2022
FROM: Office of Physical Plant
TO: All Physical Plant Technical-Service Employees
SUBJECT: Procedure and Guidelines for Requesting a Change in Days Off and/or Shift (March Preference)

The following procedures are to be followed for requesting and implementing requesting a change in days off and/or shift (March Preference) in accordance with Article 9.6(c).

1. Request for a change in days off and/or shift (March Preference) must be made by the employee in writing on the OPP March Preference form. The form can be found on the OPP intranet.
2. Request for a change in days off and/or shift (March Preference) must be submitted between March 1st and March 31st of each year. All requests are submitted to the employee's supervisor.
3. Request for a change in days off and/or shift (March Preference) will be implemented at the beginning of fall semester. All requests will be considered in work unit seniority order.
4. Request for a change in days off and/or shift (March Preference) may be withdrawn up to 60 days preceding the start of the fall semester. If the employee does not withdraw his or her request prior to that time, the request will be binding, unless the person being "bumped" agrees to the withdrawal of the March Preference.

Established as policy May 10, 1971

Revised December 2, 1985

Revised May 1, 1989

Revised January 10, 1991

Revised May 1, 1995

Revised September 3, 2001

Revised June 3, 2002

Revised February 1, 2016 (number change from OPP-15 to OPP-9 – No changes)

Revised May 4, 2022 (changed wording to reflect the start of the fall semester and clarified change of days on and off)