

For my own personal convenience, I _____

hereby submit this written request for a temporary change in my regular schedule from (date) _____ through _____.

From Regular Schedule:					Change Schedule To:				
Primary	BT	OL	IL	ET	Primary	BT	OL	IL	ET
(Fill in individual days below only if needed)					(Fill in individual days below only if needed)				
Sat	BT	OL	IL	ET	Sat	BT	OL	IL	ET
Sun	BT	OL	IL	ET	Sun	BT	OL	IL	ET
Mon	BT	OL	IL	ET	Mon	BT	OL	IL	ET
Tue	BT	OL	IL	ET	Tue	BT	OL	IL	ET
Wed	BT	OL	IL	ET	Wed	BT	OL	IL	ET
Thu	BT	OL	IL	ET	Thu	BT	OL	IL	ET
Fri	BT	OL	IL	ET	Fri	BT	OL	IL	ET
Scheduled Day(s) Off:					Scheduled Day(s) Off:				

I understand that should this request be granted, I will not be entitled to the payment of out-of-schedule premium for hours worked outside of and instead of my regular schedule.

Employee's Signature		Employee ID (EIN)	Date Signed	Pay Location
I hereby condone and agree to the above request.				
Steward's Signature			Date Signed	
☐ APPROVED ☐ DISAPPROVED (Give reason)			Date Entered	Entered By (initials)
Supervisor's Signature			Date Signed	

PS Form **3189**, June 2013 PSN 7530-01-000-9878

Privacy Act Statement: Your information will be used to process your compensation and payroll request. Collection is authorized by 39 U.S.C. 401, 409, 410, 1001, 1003, 1004, 1005, and 1026; and 29 USC 2601 et seq. Providing this information is voluntary, but if not provided, we may not process your request. We may disclose your information as follows: in relevant legal proceedings; to law enforcement when the U.S. Postal Service (USPS) or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS; to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and the Merit Systems Protection Board or Office of Special Counsel. For more information regarding our privacy policies visit usps.com/privacy-policy.