

Lunds & Byerly's Reduction in Hours Request

As outlined in the Collective Bargaining Agreement (CBA) between UFCW 663 and LHFI, Section 17.2, Article F, "a Group 1 employee may be reduced to a thirty-two (32) hour workweek only upon written request from the employee. Employees requesting a reduction must give notice to the store manager in writing at least one (1) week prior to the week in which the reduction is to become effective. Any such request must be approved by both the Employer and the Union. If more requests for reduction are made than can be allowed, then the requests shall be granted on the basis of seniority with the most senior employee being accorded the first choice."

Name of Employee making request: _____

Job Classification: _____

Current Weekly Hours: _____

Requested Weekly Hours: _____

Date requested: _____

Date to become effective: _____

Additional Notes:

For the Company: _____

Date: _____

For the Union: _____

Date: _____