



PKT ENTERPRISES
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CHANGE OF EMPLOYMENT STATUS REQUEST FORM

(Employee initiated)

Employee Name: _____

I am requesting a change in my employment status with PKT Enterprises at location: _____.

I would like to go from _____ to: _____.
(Current hours per week) (Desired hours per week)

Requested Effective Date: _____

My current permanent schedule is:

Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat

I would like to change my permanent schedule to:

Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat

I understand that this change may result in adjustment to benefit eligibility. I also understand the schedule adjustment request policy and I am making this request in keeping with that policy. I realize that this request must be approved before the schedule change can go into effect.

Employee Signature: _____ Date: _____

Date Received in HR: _____

Request Approved: _____

Effective Date: _____

Request Denied: _____

Reason for Denial: _____

HR Director's Signature: _____ Date: _____

cc: Personnel file