



Miami-Dade County Public Schools Hourly Waiver Request

*The Affordable Healthcare Act provides benefits for employees who work an average of 30 hours per week during a portion of the year with their employer. As a result, Miami-Dade County Public Schools will need to strictly enforce the 25 hours per week for part-time assignments worked by both part-time employees and full-time employees, to eliminate additional healthcare costs. The waiver provision serves to accommodate unusual circumstances which will only last for short periods (limited to six weeks). Where extenuating circumstances require service in excess of **25** hours per week in one or more jobs, prior written authorization must be secured from the Budget Office, Chief of Staff and Office of Human Capital Management through written request for waiver by the immediate supervisor. Approved waivers are to be maintained with payroll records.*

1. Date of Request: _____ Work Loc. Name: _____ Work Loc. No. _____

Requesting Administrator Name and Title: _____

Requesting Administrator's Signature: _____

Telephone No.: _____ Person to contact for waiver status: _____

Employee No.	Employee Name	Employed Full-Time	Position No.	Job Code/Job Title	Begin Date	End Date
		<input type="checkbox"/> Yes <input type="checkbox"/> No				
		<input type="checkbox"/> Yes <input type="checkbox"/> No				
		<input type="checkbox"/> Yes <input type="checkbox"/> No				

Detailed Reason for Request: _____

2. **Send all Hourly Waiver Requests to the Budget Office for approval at work location 9128, fax number 305-995-1483.**

3.

_____	_____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Budget Office	Date		
_____	_____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Chief of Staff	Date		
_____	_____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Human Capital Management	Date		

4. **After all approval signatures have been obtained, please forward to Compensation Administration at work location 9317, fax number 305-995-7045.**