



TIMETABLE DISTRIBUTION DOCUMENT

ADMINISTRATION AND SERVICES STAFF (PAS)

RESEARCH STAFF (PI)

SURNAMES AND FIRST NAME:		ID number:	
CENTRE/ DEPARTMENT/ SERVICE:			
WEEKLY WORKING HOURS:	37 HOURS	35 HOURS	20 HOURS
			OTHER:

ADMINISTRATION AND SERVICES STAFF (PAS):

TYPE OF STAFF:			GROUP:
CATEGORY:			
OTHER:			
TYPE OF ADMINISTRATION:	GENERAL ADMINISTRATION	SPECIAL ADMINISTRATION	

RESEARCH STAFF:

TYPE OF STAFF:			GROUP:
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I ACCEPT THE OBLIGATIONS ATTACHED TO MY SPECIFIC SUPPLEMENT IF APPLICABLE, AND ADJUST MY TIMETABLE AS FOLLOWS:

GENERAL TIMETABLE:

MONDAY TO FRIDAY	MORNING SHIFT:	FROM	TO	HOURS
		AFTERNOON, DAY:		FROM TO HOURS
	AFTERNOON SHIFT:	FROM	TO	HOURS
		MORNING, DAY:		FROM TO HOURS
SATURDAY	FROM	TO	HOURS	

TOTAL MORNINGS HOURS + TOTAL AFTERNOON HOURS: HOURS¹

SPECIAL TIMETABLE (ONLY FOR RESEARCH STAFF):

MONDAY	MORNING	TO	HOURS	AFTERNOON	TO	HOURS
TUESDAY	MORNING	TO	HOURS	AFTERNOON	TO	HOURS
WEDNESDAY	MORNING	TO	HOURS	AFTERNOON	TO	HOURS
THURSDAY	MORNING	TO	HOURS	AFTERNOON	TO	HOURS
FRIDAY	MORNING	TO	HOURS	AFTERNOON	TO	HOURS
SATURDAY	FROM	TO	HOURS			

TOTAL MORNINGS HOURS + TOTAL AFTERNOON HOURS: HOURS¹

I SUBMIT THIS APPLICATION FOR THE PURPOSES OF:

APPOINTMENT/CONTRACT COMPATIBILITY INCREASE/REDUCTION OF WORKING HOURS

OTHER:

SUPERVISOR'S REPORT: FAVORABLE

SURNAME, FIRST NAME (SUPERVISOR):

POSITION (SUPERVISOR):

OBSERVATIONS (SUPERVISOR):

SIGNED (SUPERVISOR)

SIGNED (INTERESTED PERSON)

VALENCIA,

THIS REQUEST SHOULD PREFERABLY BE SENT BY EMAIL TO:

IN THE CASE OF ADMINISTRATION STAFF AND SERVICES: gespas@uv.es

IN THE CASE OF RESEARCH STAFF: pasinvest@uv.es

HUMAN RESOURCES SERVICE (ADMINISTRATION AND SERVICES STAFF - PAS)

¹According to the regulations for the working day and hours of University of Valencia staff and the instructions for development from the Management, the following is established: -As a general rule, the core timetable and the carrying out of the full-time work, if applicable, cannot be made more flexible than 9 a.m. to 2 p.m. in the morning shift and from 3 p.m. to 8 p.m. in the afternoon/evening shift.-Attendance at work must be recorded through the use of the time management software application, GDH. There must necessarily be a half-hour break between the morning and afternoon shifts.