

| Purpose:                | To allow specific 1/4 hour workload adjustments to meet unique staffing circumstances throughout the year.   |                                 |                            |                  |                      |                       |
|-------------------------|--|---------------------------------|----------------------------|------------------|----------------------|-----------------------|
| Authorized<br>Personnel | Approved adjustments can only be performed by Labor Managers, FE Operations Team and District Managers.   1. Workload adjustments will NOT BE performed after a schedule is written.   2. Sales forecast must already be completed for the requested dates.   3. Target Hours must be set and labor already re-calculated.   Once submitted, adjustments will be erased when:   *Re-calculating Labor   *Adjusting Sales Forecasts |                                 |                            |                  |                      |                       |
| Requirements:           |  |                                 |                            |                  |                      |                       |
| Warning:                |  |                                 |                            |                  |                      |                       |
| Requesting<br>Store     | Reason for Request   | Person Requesting<br>Adjustment | Date Needing<br>Adjustment | Job to<br>Adjust | Time 0:00 -<br>23:45 | Workload<br>Requested |
| 1234                    | \$5 Friday additional staffing   | Howard Wolowitz                 | 6/15/2018                  | Checker          | 09:00-19:00          | 5                     |
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