

Date:

Dear Mr./Ms. \_\_\_\_\_,  
(Plant Manager/ AOS/ CPM/ Sr. Gardener)

I respectfully request a copy of my written work schedule. In light of the recent layoffs of hundreds of my fellow (B&G, gardeners, bldg engineers, S.F.A.s, etc.) co-workers, I am concerned that the remaining workers may be assigned more work than can be completed during the time allotted in our given work shifts. The best way to avoid this is to have clearly defined, written work schedules that include the proper workload corresponding to the time allotted in the work shift.

I understand that sometimes adjustments must be made in the course of our day-to-day work and that I may be asked to perform a task or duty that is not included in my written work schedule. In these instances, I respectfully request a written directive for such a task, including how much time I should take to perform it. I should also receive instructions as to which duties/tasks on my regular written work schedule should be abandoned in order to perform the additional duty/task.

As of the date of this letter, I have yet to receive a written work schedule. Please furnish me a copy of my written work schedule or a response on when I should expect a copy of my written work schedule as soon as possible.

Respectfully yours,

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

C.c.: SEIU Local 99