Review Date:

Revision Date:

Effective Date:

Next Review Date:

**FLEX TIME**

A. **In General.** [ORGANIZATION NAME] may utilize “time off” or flex-time in order to avoid employees working in excess of the standard workweek. If an employee who is normally provided comp time for hours worked in excess of forty (40) hours per week works extra hours early in the workweek, the supervisor or designee may direct or authorize the employee to work fewer hours during the remainder of the workweek to avoid working in excess of forty (40) hours.

B. **Required Approvals.** Flex-time scheduling may be directed by the supervisor or designee or requested by the employee. All flex-time scheduling shall be subject to approval by the supervisor, manager or designee.

**ALTERNATE WORK SCHEDULE**

* + - 1. **In General.** This policy establishes a means for an employee to request a set alternate work schedule (AWS).  Change in scheduled hours may be requested by an employee or designated by a department.  Since there is no change in total hours worked, a set alternate schedule will not affect pay or benefit level.

B**. Definitions.**

1. Alternate Work Schedule (AWS). An approved set weekly work schedule which varies from the standard operating hours. Employees work the same number of total scheduled hours as they would under a traditional arrangement.
	1. Set Compressed AWS: An approved set weekly work schedule that condenses a standard 5-day work week into 4 longer days.
	2. Set 5-Day AWS: An approved set weekly work schedule consisting of 5 days with starting and ending times that may differ from the standard operating hours and within limits set by one’s supervisor/manager.
2. Standard Operating Hours. Normal business hours. These hours are 8:00AM to 4:00PM Monday through Friday excluding Holidays.
3. Extended Operating Hours. Extended business hours to accommodate customer needs and/or approved alternate work schedule arrangements for employees. These hours would be time between 7:00AM to 8:00PM.