

Office Hours/Flex-Time

Flexitime Standard and Procedure

1. Required Outcome(s):

The Flexitime Standard and Procedure implements the Governor's Policy Directive (GPD) 5, which must be followed by all state agencies, to wit, "All state offices shall be open for business between 8:00 a.m. and 4:30 p.m. However, department directors shall have flexibility to establish other working hours for their department personnel so long as all employees work an eight-hour day. Deviations from the five-day, 40-hour workweek shall be approved by the Governor."

2. Standard:

ADVA Administrative Offices will be open for business between the hours of 7:30a.m. and 4:00 p.m. For most employees, the basic 40-hour work schedule is five-day/eight-hour work weeks, with a minimum of 1) two 15-minute rest breaks and 30-minute lunch break or meal period or 2) one 60-minute lunch break or meal period occurring during the employee's work schedule. Each supervisor is responsible for establishing the work schedule for his/her division or workgroup. Supervisors are encouraged to develop reasonable flexitime schedules for employees whenever customer needs will not be affected. The following criteria must be met when establishing a flexitime schedule:

- Work areas must be sufficiently staffed to properly conduct business between the hours of 7:30 a.m. and 4:00 p.m.;
- Work exists that can be performed and the flexitime does not decrease any customer service during regular work hours;
- Employees on flexitime are supervised during the flexitime period;
- Flexitime work schedules are applicable Monday through Friday. Flexitime work schedules must begin no earlier than 6:00 a.m. and no later than 9:00 a.m. with the exception of ½ day schedules.
- Flexitime work schedules must include a minimum 1) two 15-minute rest breaks and a 30-minute lunch break or meal period or 2) one 60 minute lunch break or meal period. .
- ADVA offers specific flexitime work schedules detailed in [Employee Work Schedule Form](#). Any deviations from these work schedules must be approved by the agency director.

Holiday/Sick/Vacation Leave

Computation of Vacation and Sick Leave accrual is the same for employees working flextime as for those working a standard schedule.

Employees working flextime schedules are eligible for holiday hours based on their specific approved schedules. For employees working a five-day per week flextime schedule, the number of holiday leave hours is the number of regularly scheduled work hours. For example, Employee A works a 4-day/ 9-hour, Monday through Thursday, and 1-day/4-hour, Friday, schedule. If a holiday falls on Friday, Employee A receives 36 hours of regular pay and four hours of holiday pay for that week. Employees working an approved flextime schedule that is less than five days per week receive holiday leave equivalent to the regularly scheduled number of hours he or she works each day. If a holiday falls on a regularly scheduled workday, the employee receives holiday pay for each hour of scheduled work. For example, Employee B works an approved schedule of 4-day/10-hours, Monday through Thursday. If a holiday falls on Monday, Employee B receives 10 hours of holiday pay and 30 hours of regular pay.

If a holiday falls on an employee's regularly scheduled day off, he or she will receive another equivalent day off following the holiday. These holiday hours are considered "banked" for use at a later time. For example, Employee B regularly works a 4-day/10-hour schedule, Monday through Thursday. Friday is a recognized holiday. Employee B "banks" ten hours of holiday leave that can be taken at a later date. To bank a holiday, an exempt employee submits the [Request for Leave](#) with "Other" checked and "WKHL" written in the "Other" blank.

If an employee leaves the employ of ADVA, he or she receives compensation for unused banked holiday hours. Upon separation, employees are paid for annual plus any accrued holidays up to 240 hours combined.

Employees working flex schedules will be charged the number of scheduled hours missed when taking annual or sick leave. For example, Employee C works a 9-hour/4-day and 4-hour/1-day schedule with Friday as his or her regularly scheduled ½ day. Employee C calls in sick on Thursday and Friday. Employee C will be charged nine hours of sick leave for Thursday and four hours of sick leave for Friday.

The application of holiday pay should never increase the employee's regular weekly pay status to over 40 hours.

Overtime

Computation of overtime is the same for employees working flextime as for those working a standard schedule.

3. Procedure:

Employees interested in working a flextime schedule are required to complete [Employee Work Schedule Form](#). Approval is required from the employee's immediate supervisor, division manager, and agency director. The completed form is forwarded to Human Resources for maintenance in the employee's personnel file.

4. Controls and Measures:

Flextime work schedules are probationary for a 90-day period at the end of which the schedule will be evaluated. All flextime schedules should be evaluated annually by supervisors and division directors. Flextime evaluations should be based on such considerations as employee and workgroup productivity, workload, absenteeism, punctuality, and overtime compensation.

A supervisor and/or division manager may, at their discretion and at any time including the 90-day probationary period, implement, continue, discontinue, or modify an employee's flextime schedule. A supervisor and/or division manager has the right, at any time including the 90-day probationary period, to return an employee to a standard work schedule. Whenever possible, an employee will be notified in advance of a flextime work schedule change.

5. Responsibility/Assignment:

Employees: Employees are responsible for:

- organizing work time to meet job requirements; and
- informing his or her supervisor when coverage is inadequate.

Supervisors and division managers: Supervisors and division managers are responsible for ensuring:

- flextime is administered consistently and equitably;
- flextime arrangements conform to ADVA standards;
- staffing is adequate to meet operational requirements; and
- flextime work schedules are evaluated at the end of the probationary 90 day period and annually.

Agency director: Agency director is responsible for:

- approving all flexible work schedules.

Human Resources: Human Resources is responsible for:

- revising the Work Hours and Flextime Standard and Procedures and the Employee Flextime Work Schedule, ADVA Form 061 as necessary; and
- maintaining the approved Employee Flextime Work Schedule, ADVA Form 061 in the employee's personnel file.