



Flexible Work Schedule (Flextime) Policy # 1710.140

INITIAL EFFECTIVE DATE: July 2005	LAST REVISION DATE: February 12, 2021	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Employee & Labor Relations
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POLICY STATEMENT

Flexible work hours may be instituted both to assist employees in their personal planning and to maintain productivity.

Flextime may occur up to two hours before and two hours after the employee’s regular schedule.

Flexible schedules must be recommended by the supervisor, planned in accordance with the work functions and service objectives of the department and the University operations, and approved by Human Resources.

The supervisor must establish a core period when all employees are in attendance.

The pre-approved flexible work schedule agreement may be terminated at any time based on business necessity.

SCOPE

This policy is applicable to all regular employees.

REASON FOR POLICY

To administer the use of flexible work schedule consistent with the University’s efforts toward work/life balance.

DEFINITIONS	
TERM	DEFINITIONS
N/A	N/A



ROLES AND RESPONSIBILITIES

After the employee and supervisor agree on the flextime schedule, the schedule should be forwarded to Employee & Labor Relations for review and approval.

RELATED RESOURCES

N/A

CONTACTS

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HISTORY

Initial Effective Date: July 2005

Review Dates (*review performed, no updates*): N/A

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