



*University Staff (Dade County Police Benevolent Association  
Law Enforcement Bargaining Unit (PBA))*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
COMPRESSED WORK SCHEDULE (PBA)	June 21, 2011	1740.060

**POLICY STATEMENT (R\*)**

A compressed workweek is one in which employees work their assigned number of hours but in fewer than 5 days in one week or fewer than 10 days in one pay period.

Compressed work schedules will be granted in situations where job and business related needs can continue to be met even under a compressed schedule.

All full-time employees must work a 40-hour week (or 80-hours each pay period).

Eligible employees must obtain permission from their respective supervisor and final approval from Human Resources.

Operational requirements must be met.

Service to the customer must be maintained or improved.

Costs to the university will not be increased.

Each office or operation must be covered during normal or core business hours:

Compressed work schedules must not diminish the ability of the department to assign responsibility and accountability to individual employees for the provision of services and performance of their duties.

Compressed workweek schedules must be set (not varying from pay period to pay period), but may be any of the following for a two week pay period:

- Four ten-hour days each week, with a work day off each week
- Four nine-hour days and one four-hour work day off each week (one afternoon or morning off each week)

When a paid holiday falls on an employee's regularly scheduled day off, the following may occur:

- the employee will be granted another day off during that pay period; paid leave is allocated by the hour and not the day;
- the employee may have the option of reverting back to the regular schedule during that pay period in which the holiday falls

All requests must be in writing.

Exempt employees, by definition, will continue to receive the same salary from week to week regardless of the schedule worked.

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

**REASON FOR POLICY (O\*)**

To promote alternative work schedules for employees consistent with the University's efforts toward work/life balance.

**HISTORY (R\*)**

Adopted: March 7, 2005; Readopted: November 14, 2008, June 21, 2011.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

Division of Human Resources  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

Employee & Labor Relations  
Division of Human Resources  
11200 S.W. Eight Street – PC 236  
Miami, Florida 33199  
Telephone: (305) 348-2181

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**\*R = Required \*O = Optional**