

COMPRESSED WORK SCHEDULES POLICY TEMPLATE

Compressed work schedules is the concept that allows employees to complete the 80-hour biweekly pay period in less than the standard 10 workdays. Employer offers this work alternative when it makes sense for both Employer and the employees.

Compressed work schedules are not a formal, universal employee benefit. Rather, it is an alternative method of meeting business needs. Employer has the right to refuse to compressed schedules to an employee and to terminate a compressed work arrangement at any time. Employees are not required to work compressed schedules. Employees have the right to refuse to work a compressed schedule if the option is made available.

An employee's compensation, benefits, work status, and work responsibilities will not change due to participation in the compressed work schedule program. Compressed schedule employees must comply with all organizational rules, policies and procedures.

Eligibility

Each Employer Senior Management Team Member (or his or her designee) will identify those job positions in his or her business line that are eligible for compressed schedules.

The opportunity for compressed schedules as well as decisions around continuing or discontinuing compressed work schedules will be made by those managers designated by the appropriate Senior Management Team Member in consultation with Human Resources.

Compressed Work Schedule Options

The standard workweek for a compressed work schedule is Monday through Friday. Employees working a 4/10 or 9/80 must account for 80 hours in each biweekly pay period.

4/10 is a type of compressed work schedule in which an employee meets the 80-hour work requirement by working four 10-hour days and has a day off each week of the bi-weekly pay period, plus the established lunch period of the Office. The hours worked each day are consecutive, except for the intervening lunch period.

The 9/80 is comprised of one 36-hour week, consisting of four 9-hour workdays plus a day off, AND one 44-hour week, consisting of four 9-hour days and one 8-hour day (in the opposite week), PLUS the established lunch period of the Office. The hours worked each day are consecutive, except for the intervening lunch period.

Eligibility and suitability of employees to participate in teleworking will vary among departments and business units, depending on the function and responsibilities of the employee. Each department must maintain some minimum complement of employees who work on site at the Employer office in order to function effectively.

Teleworking is not an alternative to childcare or dependent care and, when applicable, the teleworker must make appropriate arrangements for childcare and/or dependent care.

Schedules and Hours

Arrival times for compressed work schedules are pre-selected and pre-approved. Overtime hours must be pre-approved in writing by the employee's manager. Deviations from the agreed upon schedule must be approved in advance by the manager. Employer policy will be followed for all absences.

When a holiday falls on the day that is a scheduled day off for an employee on a 4/10 or 9/80 compressed schedule, the in-lieu-of holiday shall be the workday immediately before the holiday.

When an employee requests PTO or uses sick leave, the same amount of hours that would have been worked that day will be deducted.

Termination

The availability of compressed schedules as a flexible work arrangement for employees of [Company Name] can be discontinued at any time at the discretion of the employer. Every effort will be made to provide 30 days' notice of such a change to accommodate commuting, child care and other problems that may arise from such a change. There may be instances, however, when no notice is possible.