

FLEXIBLE HOURS POLICY TEMPLATE

Flexible work hours allow employees to shift start and end times of the workday to avoid peak commute times and increase coverage of service hours for clients and customers. Flexible schedules often involve a service hours schedule as well as a core business hours schedule to guarantee that a department maintains coverage of business hours necessary to maintain delivery of business objectives.

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 flexible work hours.

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

Flexible Work Schedule Options

Once the standard business hours for the organization are department are defined, 8:00 a.m- 5:00 p.m. for example, core business hours should also be determined, 10:00 a.m.-3:00p.m. Employees may elect a 8-hour shift within the standard business hours timeframe that also supports the core business hours. It is the responsibility of the Senior Management Team to guarantee ample service coverage of the standard business hours within each business line.