Office of Court Administration

Flextime Policy

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Approved by: _____
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Flextime Policy

Flextime is a generic term for work schedules that permit flexible working hours within limits set by management. Flextime requires that full-time employees work 40 hours in a single work week on a predetermined schedule within the hours of 6:00 a.m. to 7:00 p.m. Monday through Friday. The schedules of part-time employees are adjusted proportionally. Schedules must allow for at least a half hour break for lunch in a workday of six hours or more. Whether to grant flextime is entirely within the discretion of the requesting employee's supervisor, division director, and the administrative director. It will be granted only if: the employee's essential job functions do not require work during the standard 8:00 a.m. to 5:00 p.m. workday, the efficient operations of the office will not be impaired, and co-workers are not adversely affected. Employees may request permission from management to modify their work hours within a specific week.

Two examples of the options available for the 40-hour work week are as follows:

Work Week Option 1:	Five 8-hour days
Work Days:	Monday through Friday
Arrival Time:	6:00 a.m.
Departure Time:	3:00 p.m.
Lunch:	1 hour
Work Week Option 2:	Four 9-hour days plus one 4-hour day
Work Days:	Monday, Tuesday, Wednesday, Thursday (9-hour days) Friday (4 hours to be worked in the morning)
Day Off:	Friday (4 hours in the afternoon)
Arrival Time:	7:00 a.m.
Departure Time:	4:30 p.m. Monday-Thursday; 11:00 a.m. Friday
Lunch:	30 minutes

Holidays and Employee Leave

For schedules other than eight hours per day for five days per week, holiday and leave time will be deducted proportionally to the work schedule. Employees who work on a holiday that the agency is required to be open (skeleton crew day) can earn no more than eight hours holiday compensatory time. Employees who are scheduled to work more than eight hours on a holiday on which the employee

does not work will have the time exceeding eight hours deducted from available accrued leave. Alternatively, the work schedule may be adjusted in advance for the employee to work the required hours for that week in lieu of having a leave balance deduction. Management may unilaterally impose a standard work week for administrative convenience.

Holiday Example: An employee's scheduled work week is Monday through Thursday for nine hours a day and Friday for four hours. A national holiday falls on Friday and the employee decides to observe the holiday. The employee is only required to work 32 hours between Monday and Thursday to complete the required 40 hours. The employee may work four eight-hour days on Monday through Thursday; or three nine-hour days on Monday through Wednesday with one five-hour day on Thursday; or three nine-hour days on Monday through Wednesday with five hours of annual leave on Thursday to work a three-day week