



**Department of Human Resources
Summer Flextime Policy**

Armstrong Atlantic State University will embark upon a pilot program to offer a flexible schedule for employees during the summer months only. The program will be evaluated on a month by month basis to determine its effectiveness. The program will begin on Monday, June 2, 2008 and end on Friday, August 1, 2008.

A minimum work week of forty hours is to be observed by all full-time staff employees. All offices shall be open from 8:15 a.m. to 5:00 p.m. Monday through Friday. Some departments will have extended hours in the evening and on weekends and those offices must be staffed appropriately. (Employee Handbook, p.11).

Summer flextime at the University is a work schedule that allows employees to work extended daily hours during the week Monday through Friday in order to have a day off. The time of arrival and departure may not differ from the standard operating hours by more than two hours. Flexible work schedules are only permitted during the summer months.

A typical summer flextime arrangement may look like this:

Examples of a full day off:

- (A) Arrive at 6:15 a.m. and leave at 5:00 p.m.
(Monday, Tuesday, Thursday, and Friday - employee has Wednesday off.)
- (B) Arrive at 8:15 a.m. and leave at 7:00 p.m.
(Tuesday through Friday – employee has Monday off)

Example of a half day off:

- (C) Arrive at 8:15 a.m. and leave at 6:00 p.m. (Monday, Tuesday, Wednesday, and Thursday)
and
Arrive at 8:15 a.m. and leave at 12:15 a.m. on Friday - employee has Friday afternoon off

Supervisors *must* approve flextime on a case by case basis. The employee must first discuss possible summer flextime arrangements with his or her supervisor and submit a Summer Flextime Request Form to his or her supervisor for approval. The supervisor will approve or deny the flextime request based on staffing needs, the employee's job duties, the employee's work record, and the employee's ability to temporarily or permanently return to a standard work schedule when needed. The approved request form must be submitted to Human Resources for record keeping purposes.

In order to ensure adequate staffing needs, employees in the same office may not be able to take the same day(s) off (i.e.: Friday). Each employee will discuss with their supervisor the day of the week they wish to have free during the summer months.

A summer flextime arrangement may be suspended or cancelled at any time. Exempt employees must depart from any flextime schedule to perform their jobs. Nonexempt employees may be asked to work overtime, regardless of a flextime schedule.



**Office of Human Resources
Flextime Request Form**

Employee Name: _____

Department: _____

Position: _____

Date of Hire: _____

Description of Flextime Arrangement:

Preferred Weekday Off: _____

Hour of Arrival: _____

Hour of Departure: _____

Beginning Date for Flextime: _____

I have read and understand Armstrong Atlantic State's Flextime Policy. If this flextime arrangement is suspended or cancelled, I will return to a standard work schedule.

Employee Signature: _____

Date: _____

Supervisor Approval: _____

Date: _____

cc: Payroll