Flex Schedule Guidelines and Examples

Guidelines for flexible schedules:

- All core services will be provided in all areas from 8 a.m. to 5 p.m., Monday thru Friday.

- Provost, Vice Chancellors and the Director of Athletics have the authority to set and approve flex schedules for individuals within their divisions, as long as core services are provided from 8 a.m. to 5 p.m., Monday thru Friday. This authority may be delegated as determined appropriate by the Provost, Vice Chancellors and Director of Athletics.

- Implementation of flexible schedules is to be cost-neutral. Gaps created by planned absences must be covered by existing staff (where possible) or by sharing staff resources across units, departments, or divisions.

- Individuals who are absent will provide a single point-of-contact for service in voicemail and email communications.

- Units, departments, and divisions will make good faith efforts to accommodate staff member requests for individual flexible schedules to the extent possible, while ensuring that core service requirements are met.

- Managers are responsible for ensuring that adequate supervision is provided for individuals working flexible schedules.

- Managers must develop contingency work plans to ensure coverage when individual emergencies or unexpected absences occur.

- Employee access to flexible schedules will be implemented fairly and decisions will be made consistent with UNC Charlotte non-discrimination guidelines.

- The Human Resources Department is available to assist supervisors and employees with questions regarding implementation/administration.

Options:

Note that the following are provided as examples only. The Provost, VC’s and the Director of Athletics have the authority to approve alternative flexible schedules within their respective divisions that most effectively meet operational needs in their units/departments.

A. Compressed workweek (work 40 hrs in less than 5 full days)
(Note: full-day work schedules are to provide a lunch break of at least 30 minutes)

**EXAMPLES:**

1. 4.5 day workweek
   - 9 hrs per day (anytime between 7 a.m. and 6 p.m.) for 4 days
   - 4 hrs on the short day

2. 4 day workweek (any day M-F can be the day off)
   - 10 hrs per day (Ex: 7 a.m.-6 p.m. with a 1hr lunch; or 7 a.m.-5:30 p.m. with a 30 min lunch)
B. Rotating or Intermittent Flex Workweeks

EXAMPLES:
1. Staff members rotate workweek schedules (some weeks the schedule is normal 8 a.m.-5 p.m.; other weeks the schedule is a compressed 4.5 day or 4 day workweek).
2. Staff members use flex workweek schedules on an intermittent basis (most workweeks are the normal 8 a.m. to 5 p.m., but selected weeks are compressed to 4.5 or 4 days)

NOTE:
1. Rotating/intermittent workweeks must be based on 40 hours per week.
2. Employees on flex schedules may have any vacation, bonus or sick leave charged consistent with the number of hours normally scheduled for work on the day leave is taken (e.g., employee is out sick or personal leave on a day scheduled for working 9 or 10 hours may submit a leave application for 9 or 10 hours of sick or vacation/bonus leave).
3. Holidays—
   a. Full-time employees approved to work an alternate schedule of nine (9) hours or ten hours on the day of a paid state holiday will record eight (8) hours as holiday pay and will need to make-up the additional one or two hours by using vacation or bonus leave, accrued compensatory time, or working additional time in the week.
   b. Employees approved to work less than 8 hours on the day of a paid state holiday will record the number of hours normally scheduled for the holiday (pro-rated if less than full-time) and take any remaining hours to reach 8 for the holiday at another time approved by their supervisor. (e.g., employee normally works 4 hours on Monday. When Monday is a holiday, the employee receives 4 hours for the Monday holiday and takes another four hours at a later time, preferably during the same work week).
   c. Employees approved for a schedule which causes the paid state holiday to fall on a scheduled “day off” will need to coordinate with the supervisor for “holiday time” at another time. It is recommended this be scheduled as close as practicable to the actual holiday being observed, preferably in the same workweek.