



Full-time, non-exempt employees with permanent status may make occasional requests to rearrange their daily-established work schedules. The employee's immediate supervisor must approve all requests for rearranged time, in advance, subject to the supervisor's discretion.

Rearranged time shall not result in an employee working in excess of the established forty (40) hour workweek. The Appointing Authority and supervisors reserve the right to adjust or rearrange an employee's regular work schedule within a standard workweek to avoid overtime.