

Flextime is a privilege that an employee may request, through their supervisor by completing HR-012 form. No flextime request shall be implemented until Human Resources has confirmed that the request meets all Agency and FLSA standards and has been approved in writing.

Except under emergency conditions or urgent official state business, supervisors will give a 24-hour notice of a temporary change in scheduling and a two week notice of a permanent change. Supervisors shall notify and consult with Human Resources prior to discussing changes with employees. The Secretary may alter work hours on a daily basis due to emergency conditions or urgent official state business.

Limitations on flextime are:

A supervisor has approved different hours on employee's schedule due to work requirements. A minimum of half-hour and a maximum of 1.5 hours are allowed for a lunch period. An employee working half time or less may or may not have a lunch period based on working established for the position. An employee's lunch period is a non-paid time period.

*References: Fair Labor Standards Act of 1938, 29 U.S.C.A § 201 et seq.; 10.2 Standard Work Week*