



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Flexible Scheduling

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Implementing Procedure For Policy # 6.17

Date Approved: 02/26/01

Division: Administration and Finance

Date Revised: 09/23/08

Flexible scheduling is the temporary rearranging of an employee's work schedule to accommodate needs in the department.

1. Either the supervisor or the employee may initiate a flexible schedule.
2. Scheduling an employee for a flexible work week must be done in advance. The change in schedule must accommodate the needs of the department. The employee must agree to work the changed hours.
3. The schedule must not exceed 37.5 work hours during a calendar week unless the supervisor has requested and received approval from the president for overtime pay for the additional hours.
4. If the employee is scheduled to be off from work during the early part of the week and is not able to work the "make-up" hours during the latter part of the week, the employee must take leave for the hours not worked during the week.
5. Approval of the president is not required for flexible scheduling that does not exceed 37.5 hours.
6. In the event a paid college holiday falls during a work week, the staff member on a flexible schedule will receive 7.5 hours per holiday. The employee is responsible to work the remaining required hours that week. Example: If an employee is on a flexible schedule and is scheduled to work 9.5 hours on a Monday and Monday is a paid college holiday, the employee is entitled to 7.5 hours of paid holiday leave, not 9.5 hours. In this case, the employee must still work 30 hours the remainder of the week. The employee may choose to take 2 hours vacation leave or reschedule the 2 hours sometime during that specific week with the approval of his/her supervisor.
7. In the event a paid college holiday falls on a work day that the employee who is on a flexible schedule is not scheduled to work, the employee does get the 7.5 hours per college holiday off and is required to work the remaining hours that week.

8. When an employee who is on a flexible schedule requests either vacation time or sick leave, they are to be charged the number of hours that their flexible schedule requires. An example is as follows: if an employee requests a vacation day for Wednesday and the employee is scheduled to work 9.5 hours that day, 9.5 hours will be charged to vacation leave.
9. Employees are not permitted to switch back to a regular schedule to accommodate sick leave or vacation requests. A flexible schedule form will be completed and signed by all parties. The flexible schedule must be signed by the employee, the supervisor, and the area vice president and maintained in the department.

Vice President, Administration and Finance

Date

Approved by President

Date

Flexible Schedule

I have read and understand the administrative procedures regarding flexible scheduling.

Employee Name: _____
Print Name

The following flexible work-schedule will be effective: _____
Date

Work Week Schedule:

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

Per College policy, a one-hour lunch break is required.

Employee Signature

Date

Supervisor Signature

Date

Vice President Signature

Date