



Lehigh University Human Resources Policy

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Effective Date:	5/1/1988
Revisions:	12/1/2006
Applicability:	All Faculty and Staff

FLEXTIME POLICY

Purpose:

Policy on the use of flexible work schedules

Policy:

Introduction

A "Flexible Time" schedule means a work schedule which includes designated hours during which an employee may, with the approval of the supervisor and under work unit plans approved by the department head, elect an alternative time of arrival and departure from work. It may also include required days or hours during which an employee subject to the work schedule must be present for work. Working hours must be balanced to meet the operating needs of the department and, if possible, an employee's own personal preferences as to work hours.

Policy

The University makes flextime available to employees. Supervisors and department heads are encouraged to approve flextime schedules if effective and efficient operations are ensured. Supervisors and managers do not have to approve any proposed schedule that will interfere with the services offered or the work to be performed within the unit, department, or University.

Objectives

The primary objectives of the flextime program are:

- To maximize productivity while maintaining or enhancing the level of service
- To retain qualified employees
- To improve the use of physical resources
- To increase flexibility in meeting irregular scheduling needs
- To minimize tardiness by providing make-up time within the flexible schedule
- To reduce short-term absences by providing opportunities for employees to conduct personal business without taking paid or unpaid time.

The benefits for the employee are as follows:

- To improve the work environment and thus, morale
- To add a significant privilege to those other work rewards already available to Lehigh employees
- To accommodate those persons for whom rigid work hours constitute a hardship, barrier to other privileges, or even a barrier to employment.

General Guidelines

Detailed guidelines for implementing flextime schedules are available in the [Guidelines for Flextime](#) manual. Some general guidelines included are listed below.

Sample Flex Time Schedule

- 7:00 to 9:00 a.m. – Flextime – Employee chooses starting time between these hours
- 9:00 to 11:30 a.m. – Core Times – Everyone works
- 11:30 a.m. to 1:30 p.m. – Flextime – Employee chooses a lunch hour of 60 minutes
- 1:30 to 3:30 p.m. – Core Time – Everyone works
- 3:30 to 6:00 p.m. – Flextime – Employee finishes work after completing a 7.5 hour day for nonexempt and an 8 hour day for exempt staff.

Employees do not have to change to flextime schedules unless they wish to do so. No department or administrative area is compelled to adopt flextime.

First consideration for flextime/lunch time schedules should be agreed upon within the department involved; otherwise, it will be left to the discretion of the supervisor.

It is intended that with the implementation of flextime work schedules, a commitment is made for a period of no less than one semester. Selection of the work schedule for each semester (spring, summer, fall) should be made one month prior to the start of the semester.

A flextime schedule, once agreed upon by the supervisor, should remain stable, except when a special employee need arises. Emergency situations which require schedule modification may be accommodated.

An employee becomes eligible for flextime upon completion of the provisional period.

Keywords: Flex, Schedules, Summer