

Flexible Schedule Policy



The operating days and hours of [Company Name] are Monday through Friday, 8:30 a.m. to 5:30 p.m. All employees are expected to be at work during these hours unless approval is granted for a flexible work schedule (flextime).

Flextime at [Company Name] is a work schedule with time of arrival and departure that differs from the standard operating hours by not more than two hours. For example, a typical flextime arrangement is arrival at 10:30 a.m. and departure at 7:30 p.m.