

Flextime Policy



Flextime is a way to redesign or restructure traditional work schedules so the employee works daily hours different from regular office hours or works a full schedule in fewer days. Employers can use this option to accommodate the changing workforce and business needs. Employees can use innovative scheduling to fulfill a variety of personal needs, including family responsibilities, routine health appointments, educational activities, and volunteer and wellness activities. This type of scheduling is flexible enough to be used on an ongoing or as-needed basis.

Employers can use the following Policy to adapt to the changing needs and demands of the workforce.