Summer Flextime Policy

The operating days and hours of [Name of Company] are Monday through Friday, 8:30 a.m. to 5:00 p.m. All employees are expected to be at work during these hours. Flexible work schedules are not permitted, except during the summer months, starting the week in which Victoria Day is observed and ending the week in which Labor Day is observed.

The summer flextime policy at [Name of Company] allows employees to work extra time Monday through Thursday in order to leave at 1:00 p.m. on Friday. The time of arrival and departure may not differ from the standard operating hours by more than two hours, except for the Friday early departure. For example, a typical summer flextime arrangement is Monday through Thursday arriving at 8:30 a.m. and departing at 6:00 p.m. and on Friday arriving at 8:30 and departing at 1:00 pm.