

LOYOLA LAW SCHOOL
HUMAN RESOURCES POLICIES AND PROCEDURES

DIVISION: LAW SCHOOL/HUMAN RESOURCES	
SUBJECT: Flextime	Page 1 of 3
Policy Number:	Supersedes: FLEXTIME
Effective Date: 12/14/15	Previously Issued: 11/1/11

1. STATEMENT OF POLICY:

Flextime is an alternative to having a single, fixed schedule of working hours for an entire department. Flextime schedules can help staff members meet personal needs by allowing him/her to choose arrival and departure times during the course of completing the full workday while meeting the service and operational requirements of the department. Flextime schedules may be imposed by supervisors in order to meet service or operating needs.

The workday is typically 9:00 a.m. to 5:00 p.m. If properly managed, flextime can benefit the Law School and staff members through improved productivity and a better work environment.

2. POLICIES/PROCEDURES:

Policy

Flextime is an alternative to having a single, fixed schedule of working hours for an entire department or unit therein. Approval of a flextime schedule is at the sole discretion of the supervisor and is a privilege that can be revoked. Flextime schedules may be imposed by supervisors in order to meet service or operating needs.

Objectives

Supervisors and staff members are encouraged to use flextime schedules as an aid in meeting the following objectives:

- maximizing productivity;
- maintaining or improving service levels;
- maximizing the use of resources;
- meeting irregular scheduling needs;
- reducing tardiness;
- reducing short-term absences;
- eliminating hardships (e.g., transportation, child care, etc.);
- eliminating barriers to other privileges (e.g., tuition remission);
- eliminating barriers to employment; and
- improving the work environment and morale.

How Flexitime Schedules Work

With a flexitime schedule, a combination of “core hours” and “flexitime hours” is used to make up the workday. Core hours are those hours during which everyone in the department must be present at their job. Core hours for a given department are reviewed and approved by the department head. Flexitime is that part of the scheduled workday within which the staff member may choose his/her time of arrival to and departure from the work unit. Arrival and departure times may vary from day to day provided they meet service requirements and are approved, in advance, by the supervisor.

Example of a Flexitime Schedule		
7:00 a.m. – 9:00 a.m.	Flexitime	Staff member chooses a starting time within these hours
9:00 a.m. – 11:30 a.m.	Core Hours	Everyone within the department works
11:30 a.m. – 1:00 p.m.	Flexitime	Staff member chooses a lunch hour
1:00 p.m. – 3:30 p.m.	Core Hours	Everyone within the department works
3:30 p.m. – 6:00 p.m.	Flexitime	Staff member finishes work

Implementation of Flexitime Schedules

There should be adequate supervision during core hours of the work day. It is the supervisor’s responsibility to give work assignments and make sure they are completed.

Requests to commence flexitime or change an existing flexitime schedule must be approved by the staff member’s supervisor. A proposed flexitime schedule should be prepared by the staff member and submitted to the supervisor at least one week in advance of the date the proposed flexitime schedule is to begin.

Flexitime schedules may be imposed by supervisors in order to meet service or operating needs. Supervisors should give at least two weeks’ advance written notice to their staff members before imposing a flexitime schedule.

Approval of a request for a flexitime schedule is at the sole discretion of the supervisor. Operating needs and service requirements must always take precedence when considering flexitime requests. Flexitime schedules may be changed or revoked at any time if operating needs are not being met.

In the event that granting multiple flexitime requests would leave the work area understaffed, supervisors will consider operational need, the skill and ability of the staff members and, where these are equal, the staff members’ seniority in determining who has first priority for a schedule request. However, seniority may not be used to “bump” another staff member already utilizing a flexitime schedule.

Once established, flexitime schedules should be adhered to by the staff member and the supervisor. The supervisor should maintain a copy of each staff member’s approved work schedule.

Procedures*Requests for Flexitime Schedule*

A staff member requesting a flexitime schedule should submit a written request to his/her supervisor at least one week prior to the proposed start date of the flexitime schedule. The supervisor is responsible for forwarding a copy of the approved flexitime schedule to the Payroll Office and Human Resources and should maintain a copy of the approved schedule for departmental records.

Supervisors who need to impose a flextime schedule to meet operating and/or service needs must first obtain approval from the department head. A written proposal should be submitted for discussion with the appropriate Associate Dean. Once approved, supervisors should give at least two weeks' advance written notice to their staff members before imposing a flextime schedule.