

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

Department: Click here to enter text.

Policy Title: FLEXTIME

Policy Statement: A staff member whose assigned responsibilities are outside the regular workday (evenings and weekends) is entitled to use flextime on an hour-for-hour basis. Requests for flexible schedules must be approved by the supervisor. In addition, a supervisor may assign a flexible schedule to an employee. Flex time must be scheduled within the same week (Monday-Sunday).

Procedures: Click here to enter text.

Contacts: Director of Human Resources

Approved Date: 8/1/2013

Policy History: [v1: 8/29/2013](#) [v2: 10/28/2013](#)

Keywords: FLEXTIME, FLEX

Related Form: Click here to enter text.