

# 2018 Flextime Announcement

**Dates:** Flextime begins Monday, May 14, and concludes Monday, August 13.

**Flex Hours:** *Core office hours* will be 8:30 a.m. to 4 p.m. during which time all offices must be staffed. It is the expectation that **all staff are at work during core office hours**. Flex time allows staff to begin their day as early as 7 a.m. and no later than 8:30 a.m. Depending on a staff member's starting time, the ending time should be adjusted so that a regular schedule (generally 8 hours) is worked. All work hours and consideration of other flexible schedule options must be approved by your supervisor. If this is done, the supervisor must be certain that the office will be adequately covered from Monday through Friday.

**Notes:** Please refer to the university staff manual to understand the possible impact on leave accrual, holiday pay, etc. Use of flex hours does not release employees from using available vacation hours for scheduled time off.

**Breaks:** Staff are expected to take at least a ½ hour lunch break. **Please record your actual hours worked on your web timecard rounded to the quarter hour.** In addition to the lunch break, supervisors are reminded that the university allows a paid 10-15 minute break period each morning and each afternoon if needed. Break periods are intended to be preceded and followed by an extended work period; thus, they may not be used to cover late arrival to work or early departure, nor may they be regarded as cumulative if not taken. To maintain departmental programs and services, supervisors may need to adjust and determine the break period schedules that meet the needs of the department.

**Voice/Email:** Please update your voice/email messages to reflect your office hours. It is also important to inform callers when you will be out of the office for an extended period of time.

**Vacation Schedules:** This is a good time to review and confirm departmental vacation schedules.

Wittenberg Human Resources