

STAFF FLEXIBLE SCHEDULE EMAIL TEMPLATE LANGUAGE

To be used by supervisor when confirming staff's flexible or alternate schedule

Dear [Staff's Name],

This email is to confirm approval of your [alternate/flexible] work schedule, as described below. This schedule is effective [Date] and until modified.

[Add for Alternate Workweek Schedule:

Your alternate workweek schedule is [5-day/40-hour work schedule OR 9-day/80-hour work schedule]. As a full-time employee, you will work your regular work hours in a compressed schedule. Your work schedule will be as follows:

Week 1:

Sunday _____
Monday _____ (e.g. 8am – 6pm)
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____

Week 2: (include 2nd week if 9/80)

Sunday _____
Monday _____ (e.g. 8am – 6pm)
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____

Below is information you should be aware of regarding alternate workweek schedules:

- On an adjusted work schedule, a non-exempt employee who uses leave time for a full day will be charged the appropriate amount of time, i.e., the number of hours the employee is scheduled to work that day. An exempt employee will have eight hours of leave time recorded.

- Maximum holiday pay is eight hours. Any non-exempt employee must compensate for the difference by working extra hours, with supervisor approval, or using vacation/PTO leave accruals. If the holiday falls on an employee’s regular day off, the regular day off will be an alternative day off, as determined by the supervisor.
- On occasion, non-exempt employees may have to supplement excess hours or vacation/PTO leave accruals in the event their hours worked for a pay period does not equal the required number of hours for that pay period.

[Add for Flexible Hours:

Your workweek consists of 40 hours per week.

The core hours for your position are: _____ (e.g., Monday – Friday, 10am – 2pm)

The balance of your 40 hours may be worked during the following times: _____

There may be occasions where you are required to work during flexible working hours to meet operational needs.]

[Add for Split Schedule:

A split schedule is where the employee requests to break up the workday into two or more spans of period. The split work schedule approved for you is as follows:

| | |
|-----------|--|
| Sunday | _____ |
| Monday | _____ (e.g., 7:30pm – 2pm and 6pm – 8pm with lunch 12-12:30pm) |
| Tuesday | _____ |
| Wednesday | _____ |
| Thursday | _____ |
| Friday | _____ |
| Saturday | _____ |

This split schedule does not represent a split shift. A split shift is a work schedule that is interrupted by non-paid and non-working time periods that is required by the employer.

There may be occasions where you are required to work during flexible working hours to meet operational needs.]

[Add for Nonexempt employees in all scenarios above:

It is important that you adhere to your scheduled meal and rest periods and time tracking to ensure that overtime policies and other work rules are properly observed. Overtime must be pre-approved by me before being worked. If you have any questions about these items, please let me know.]

[Add for non-represented employees in all scenarios above:

This alternate/flexible schedule follows the terms outlined in the [Personnel Policies for Staff Members](#) that apply to your position.]

[Add for represented employees in all scenarios above:

This alternate/flexible schedule follows the terms outlined in the [bargaining contract](#) that applies to your position.]

Management may change your schedule at any time with appropriate notice. You may cancel participation in the program after appropriate notice and discussion with me. Additionally, your [alternate/flexible] schedules may be canceled during the period you are serving jury duty or are on an extended leave.

Sincerely,

[Supervisor Name]