

Alternative Work Schedule - Option Examples

The following are examples of appropriate requests for alternative work schedules. This is meant as a guide and *is not an all inclusive listing*.

- I. Flex Time (Staggered hours)
 - Options of hours to be worked (for 37-1/2 hour employee):
 - 7:00 a.m. to 3:00 p.m. (½ hr. lunch) or 3:30 p.m. (1 hour lunch)
 - 7:30 a.m. to 3:30 p.m. (½ hr. lunch) or 4:00 p.m. (1 hour lunch)
 - 8:00 a.m. to 4:00 p.m. (½ hr. lunch) or 4:30 p.m. (1 hour lunch)
 - 8:30 a.m. to 4:30 p.m. (½ hr. lunch) or 5:00 p.m. (1 hour lunch)
 - 9:00 a.m. to 5:00 p.m. (½ hr. lunch) or 5:30 p.m. (1 hour lunch)
 - Options of hours to be worked (for 40-hour employee):
 - 7:00 a.m. to 3:30 p.m. (½ hr. lunch)
 - 7:30 a.m. to 4:00 p.m. (½ hr. lunch)
 - 8:00 a.m. to 4:30 p.m. (½ hr. lunch)
 - 8:30 a.m. to 5:00 p.m. (½ hr. lunch)
 - 9:00 a.m. to 5:30 p.m. (½ hr. lunch)
2. Compressed Workweek:
 - Four and a half day workweek (for 37-1/2 hour employee)
 - Work 33.50 hours in four days; 4 hours in one day
 - Monday through Wednesday work 8-1/2 hours (8:00 a.m. 5:00 p.m., ½ hour lunch); Thursday work 8 hours (8:00 a.m. to 4:30 p.m., ½ hour lunch); Friday work 4 hours (8:00 a.m. to 12:00 noon).
 - Four and a half day workweek (for 40-hour employee)
 - Work 36 hours in four days; 4 hours in one day
 - Monday through Thursday work 9 hours (7:00 a.m. 4:30 p.m., ½ hour lunch); Friday work 4 hours (8:00 a.m. to 12:00 noon).
 - Four day workweek* (for 37-1/2 hour employee)
 - Work 37-1/2 hours in 4 days; one day off each week
 - Work 9-1/4 hours Monday, Tuesday, Wednesday (7:30 a.m. to 5:15 p.m.); work 9-3/4 hours on Thursday (7:30 a.m. to 5:45 p.m.); off Fridays
 - Four day workweek* (for 40-hour employee)
 - Work 40 hours in 4 days; one day off each week
 - Work 10 hours Monday, Tuesday, Wednesday, Friday (7:00 a.m. to 5:30 p.m.); off Fridays

*available only during summer & winter intersessions
3. Compressed Pay Period
 - Nine day payroll period (for 37-1/2 hour employee) – **Hours for overtime eligible employees cannot exceed 40 in a work-week**
 - Work 75 hours in nine days; one day off each pay period. (Classified employees must account for time worked which requires earning comp time when hours worked exceed basic workweek requirements and charging comp time, or other accruals, when hours worked are less than the basic workweek.)
 - Week 1 – work 8 hours Thursday, Friday, Monday, Tuesday, Wednesday (equals 40 hours, 2.50 hours of which are comp time)
 - Week 2 – work 8-3/4 hours Thursday, Friday, Tuesday, Wednesday (off Monday) which equals 35 hours and use 2.50 hours of comp time from week 1.
 - Nine day payroll period (for 40-hour employee – not available to overtime eligible employees)
 - Work 80 hours in nine days; every other Monday off
 - Work 9 hours each Tuesday, Wednesday, Thursday, Friday (7:00 a.m. to 4:30 p.m., ½ hour lunch); Work 8 hours one Monday (7:00 a.m. to 3:30 p.m., ½ hour lunch); off other Monday