

# PERSONNEL 3.0

## Attendance and Leave -- 3.3

### Work Schedule -- 3.3.h

---

**Date** December 31, 1998

**Issued:**

**Date Last** March 23, 2011

**Revised:**

**Signature:**



**By:** Cathy R. Taylor, DrPH, MSN, RN  
Assistant Commissioner  
Bureau of Health Services

---

#### **POLICY**

Offices will be open for business from 8:00 a.m. until 4:30 p.m. of each day except Saturdays, Sundays and legal holidays. Clinic hours varying from this schedule may be established regionally with the approval of the Director of the Bureau of Health Services. Full time employees will work 37.5 hours per week.

#### **APPLICABILITY**

This policy applies to Local Health Department, Regional and Central Office personnel.

#### **PURPOSE**

To ensure a minimum uniform work schedule while allowing needed flexibility that will benefit the workplace.

#### **PROCEDURE**

To establish alternate clinic schedules, Regional Directors must submit a written plan, with justification, for alternate clinic hours by county or district to the Bureau Director.

Within the standard work schedule, the department has also been authorized to permit its employees to select flexible work hours. This option is at the discretion of the local supervisor. Under this option, it is possible to come to work as early as 7:00 a.m. and leave at 3:30 p.m. or come in as late as 9:00 a.m. and leave at 5:30 p.m. It is the responsibility of the local supervisor to approve and document the flexible work schedule of the employee on the **Work Schedule Designation Form, PH-2003**, maintained in the employee's personnel file prior to the employee working the flex schedule. The local supervisor is also responsible for assuring that adequate supervision is provided during the flex periods.

**NECESSARY FORM**

Work Schedule Designation Form, PH-2003

**REFERENCE DOCUMENT**

Rules of the Department of Human Resources, Chapter 1120-6-.03

**OFFICE OF PRIMARY RESPONSIBILITY**

Human Resources Section, Bureau of Health Services, (615)741-7305