

PERSONNEL 3.0

Attendance and Leave -- 3.3

Irregular Work Schedules -- 3.3.l

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POLICY

A regular work schedule is 7.5 hours per day and 37.5 hours per week. Regular office hours are from 8:00 a.m. to 4:30 p.m. each day, except for weekends and legal holidays. An irregular work schedule is any schedule outside regular office hours. Employees may request irregular work schedules for personal reasons, however, it is a management option, not an employee right.

*Requests for flexible work schedules or irregular clinic hours should follow the procedures outlined in Policy 3.3.h

APPLICABILITY

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

PURPOSE

To provide a process to request, approve and manage irregular work schedules.

PROCEDURE

With Commissioner approval, employees may be assigned irregular work

schedules. The Commissioner may change or rescind the approval to work irregular work hours at his or her discretion.

Employees are not allowed to work irregular work schedules unless it contributes to the operational needs of the Department. Sections authorizing irregular work schedules must be fully operational and staffed during regular office hours. Supervisors are responsible for assuring adequate supervision is provided to staff working regular and irregular schedules.

All approved irregular work schedules must result in equal or increased productivity. An irregular work schedule will not be approved if it causes an employee to work overtime.

The use of leave will be consistent with an approved irregular work schedule. For example, if an employee is sick on a day in which he or she was scheduled to work ten hours, the employee will be charged with ten hours of sick leave. If an employee who is working an irregular work week is on annual, compensatory, sick, family medical leave and/or leave without pay in excess of three straight work weeks, the employee's work schedule will revert back to a regular work schedule until the employee returns to work.

Holidays are equal to 7.5 hours and supervisors must adjust any employee's irregular work schedule as necessary during a work week that includes a holiday.

NECESSARY FORM

Employee Attendance and Leave Authorization Form

REFERENCE DOCUMENT

Rules of the Department of Human Resources, Chapter 1120-6-.06

Department of Human Resources Attendance and Leave Policies and Procedures Manual, Chapter 1

OFFICE OF PRIMARY RESPONSIBILITY

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