



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-CHK-2 Major Revision1 Minor Revision2

Title: Flextime

Description: Alternative work schedules.

Category: Payroll

Applies to: staff, faculty, student

Contact: [Payroll Services](#)

Purpose: Policy regarding flextime and alternative work schedules.

Policy Statement: Flextime is an alternative work schedule that allows departmental directors the flexibility to vary the arrival and departure times of employees, as long as they work the required number of hours per pay period. This arrangement allows variations in the length of the workday/workweek. All flextime decisions are subject to departmental approval, control, and supervision. All exceptions will be handled by the department director on a case-by-case basis. Flextime should be of mutual benefit to both the employee and the departmental director. Any abuse of the flextime arrangement will result in loss of this arrangement and possible disciplinary action.

Glossary of Terms:

Legal

Citation:

Campus

Links:

FAQs:

**Formerly
known as:**

Approved on: 12/01/2005

Effective date: 12/01/2005

Keyword(s): flextime, alternative, schedule, flexibility, pay period, arrangement, variation, workday, workweek

Last review date: 06/09/2011

Date posted: 02/25/2011

Modified

By:

Date 06/09/2011

Modified: