

OFFICE OF HUMAN RESOURCES

FLEXIBLE WORK SCHEDULE AGREEMENT

This is an agreement between the University of North Florida, Office of _____ (hereinafter referred to as the department) and _____ (employee) and shall cover the period from _____ through _____.

This agreement establishes the terms and conditions of flexible work schedule. The employee volunteers to participate in the flexible work schedule and to follow the applicable guidelines and policies. The supervisor agrees with the employee's participation and to monitor the employee's flexible work schedule.

Duration:

This Agreement will be valid until canceled in writing, or until the end of the terms of the agreement, with the approval of the supervisor.

Pay and Attendance:

Employee's time and attendance will be recorded daily and shall correspond with the approved flexible work schedule. Employees must work 40 hours per week, excluding lunch breaks. Acceptable examples of flexible work schedules are:

- A.** In order for an employee to work 4 days/week with 1 day off, he/she must work 11 hours (including a one hour unpaid lunch period) or 10 1/2 hours (including a one-half hour unpaid lunch period) for four days with one day off, the following shall apply:
 - * When a holiday falls within the workweek, the employee shall receive eight (8) hours of holiday pay and must use two (2) hours of annual leave or compensatory leave to complete the ten-hour (10) day.
 - * Any leave taken shall be at the rate of ten (10) hours per day.
 - * A non-exempt employee who works beyond forty (40) hours in a workweek shall be compensated for the overtime at 1.5 times the hours worked in excess of forty (40). Any hours that are worked beyond forty (40) hours in a workweek must be approved in advance by a supervisor.
 - * Employees who are entitled to two (2) fifteen (15) minute paid breaks per day shall NOT combine the breaks for any purpose such as lunch, coming in late or leaving early.

- B.** If the employee's workday becomes a ten hour day (including a one-hour unpaid lunch period), for four days, the employee will then work ten (10) hours per day for four days and work four (4) hours on the fifth day with the other half day off.

All employees approved to work a flexible work schedule must complete the enclosed agreement before starting their new schedule. The new work schedule should be listed on the required form and if altered, supervisor and employee must enter into a new agreement.

Please check one (if applicable):

- I elect to work an 11 or 10 1/2-hour day 4 days per week as outlined in item A under Pay and Attendance.
- I elect to work a 10-hour day 4 days a week and a 4-hour day on the fifth day as outlined in item B under Pay and Attendance.

General Work Hours: _____

Daily Lunch: _____

Day: **Hours:**

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

We agree to abide by the terms and conditions of this agreement.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Appropriate Higher Level Supervisor: _____

Date: _____

Please submit a copy of the approved document to the Vice President of Human Resources or designee immediately upon approval. Retain the original for departmental files; provide a copy to employee for their files.