

DLIST Flexible Schedule Work Expectations
March 3, 2009

1. What are flexible schedules?

- Normal work schedules that allow other than 5 day work weeks/8 hour work days.
- You cannot work more than 80 hours in a pay period.
- Longer work days do not mean more or longer breaks. People are still entitled to only one 15 minute break for each 4 hours worked.

Schedule examples include:

Weekly Schedules

4 ten hour days and one normal work day off

4 nine hour days and for day 5 work 4 hours and have 4 hours off

Bi-Weekly Schedules

8 nine hour days and 1 8 hour day and one normal work day off

2. What is the process for flex schedules?

- You must get prior approval of your work schedule from your Work/Team Leader prior to implementation.
- You must show that your work will be covered and who will cover the priority work you are responsible for.
- You must then send a note out to the team stating what your schedule will be. You must also update your Outlook calendar with your schedule.
- Any changes to your regular schedule must be approved by your Work/Team Leader, sent to the team and then updated in your Outlook calendar.
- Your off day can be any regular DLIST workday (Monday – Friday). You will not be allowed to take off a weekday and work on a weekend day as a regular work day.

3. Who is eligible? What are the expectations?

All DLIST staff (except the DLIST Team Leader) are eligible subject to the following conditions and expectations:

- Backup must be normally scheduled to work during the time you would normally be scheduled off.
- Staff on probation are not eligible
- The work normally expected to be done on the person's day off will be completed on that day.
- People must have enough work to do that they can be productive during the entire longer work day.
- If you are on a project team, you are expected to be ready to meet and/or work on your flex day. You may have to return to a 5-day work schedule for the duration of the project or change your flex schedule.
- Flex schedules may be changed by the individual or the team to accommodate special projects or to ensure coverage when needed.

4. Tracking Scheduled Time off—Vacation, Flexible Schedule Time, and scheduled FML Time

- Time is tracked using your Outlook Calendar.
- All DLIST members are responsible for entering their time off in their Outlook Calendar
- Outlook calendar must be set so that permission is given to ALLDLIST to view each DLIST staff calendar.
- Changes to calendar are to be made daily as scheduled work/meetings changes. (i.e. all staff meetings; out sick, developmental review meetings, other meetings, days off).
- If you are claiming vacation, sick, flex leave, or making an adjustment to your work week schedule, you must enter this into your personal Outlook calendar.

5. Who can be off at the same time?

DLIST's main purpose is to keep the various IT systems and services running and creating new ones. Therefore, determining who can be off at any one time will be based on the Work Load document regarding primary and secondary responsibility for support of various systems.

The [workload](#) document is available in the Policies & Planning section of the DLIST intranet site.

6. Paid Sick Leave

Employees working on a flexible schedule will be required to use sick leave for any days that they miss due to illness, injury, illness within the employee's immediate family, or any other situation meeting the requirements for the use of sick leave as outlined by the University.

Employees can work with their team leader and/or work team leader to determine the amount of sick time used. For example, an employee who is sick on a day they are scheduled to work 10 hours reports 10 hours of sick leave.

7. Paid Holiday Leave

All employees will receive a maximum of 8 hours of paid holiday leave per holiday, regardless of what their work schedule is. Employees working on a flexible schedule will coordinate with their team leader and/or work team leader to choose from the following options based upon operational needs for the given time period.

- a) The employee takes 2 hours of vacation for each holiday they are scheduled for a 10-hour work day.

b) The employee can revert to working 8-hour days during the holiday week.

If a holiday falls on an employee's regular day off, they will work with their team leader and/or work team leader to reschedule their day off for another day during the given pay period (keeping in mind that holidays are 8-hours days) or can revert to 8-hour days as outlined in option b above.

Team leaders and/or work team leaders have final discretion concerning holiday schedules and may require that an employee revert to 8-hour days for the given work week if operational needs for the given time period require it.

8. Review of the Flexible Schedule Policy

- Each spring DLIST will review the Flexible Schedule option and work expectations and determine if DLIST members want to continue with the flexible schedule option.
- If DLIST is unable to meet service expectations because staffing levels are too low and it's determined that cancelling the Flexible Schedule option will help service then the Flexible Schedule option can be cancelled at any time during the year. If the flexible schedule option is cancelled DLIST will work with staff to help them honor commitments they have made.