



Standard Operating Procedures (SOP) Administration

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	Flex Time Procedures
Purpose	YVEDDI has chosen to allow the accrual of Flex Time for exempt employees who have worked more than their scheduled hours in order to meet the needs and demands of their position.
References	YVEDDI Human Resource Policies – Pages 8, 10 & 37-41
Scope	Employees who are classified as exempt under the Fair Labor Standards Act (FLSA). For a list of exempt positions, please contact the Human Resource Manager.
Definitions	<p>Exempt Employee – An employee who meets the job duty and salary requirements as specified by the FLSA.</p> <p>Flexible Schedules – Employee work schedules that differ from the department’s regular business hours of operation.</p>
Procedure	<p>All exempt employees receive Flex Time when actual hours worked for the workweek exceed the scheduled 40 hours.</p> <p><u>How it’s accrued</u></p> <ul style="list-style-type: none"> • Employees will be responsible for accurately recording their hours worked on their time sheets and submitted the time sheets to their immediate supervisors for approval. • Flex time will be earned on an hour for hour basis, in increments of no less than half hours (30 minutes). • Flex Time is valued at the rate worked. • Flex Time shall not be allowed to accumulate to more than two hundred and forty (240) hours. • Program Directors and supervisors are responsible for ensuring that hours are authorized, recorded, and properly documented for Flex Time accrual and usage. If an excessive amount of Flex time is being accrued, it will be the responsibility of the Program Directors and supervisor to meet with the employee in order to try to determine a way to complete essential job duties more efficiently. <p><u>How it may be used</u></p> <ul style="list-style-type: none"> • Employees who terminate with YVEDDI shall not qualify for payment of accrued Flex Time. • Accrued Flex time must be used before all other leave except holiday leave and should be reported in increments of half hours. <ul style="list-style-type: none"> ○ Employees should select Flex Time in the type of time requested section of the leave request form. ○ In the Purpose section, employees should specify whether they are taking the Flex Time in lieu of Sick or Vacation Leave.



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- If an employee is taking Flex Time in lieu of Sick Leave, a doctor's note will be required for absences greater than 3 consecutive days
- The minimum amount of Flex Time which may be taken off at one time is 30 minutes.
- Flex Time off, like any other leave may be granted at a time which will least obstruct the operation of the Agency.
- When an exempt employee's hours worked for the week are less than their scheduled hours, they will be required to use appropriate leave balances to get their scheduled amount of hours for the week. For example, if an exempt employee who is scheduled to work 40 hours a week has actual hours worked at the end of the week of 38.5 hours, they will be required to use 1.5 hours of accrued Flex Time.

Disciplinary Leave

Exempt staff shall not suffer pay reductions for absences of less than one work day for any reason to include:

- Disciplinary actions
- Sick or vacation absences
- Other absences requiring leave from work of less than one day

Exempt staff shall not have deductions of salary based on the quality or quantity of work performed.

Flexible Schedules

- Flexible schedules are generally not permitted. For example, an employee is scheduled to work from 8:00am – 4:30pm with a 30 minute lunch on Monday – Friday. This employee works from 8:00am – 5:00pm every Monday – Thursday and wishes to leave 2 hours early every Friday.
- Exempt employees should plan to work their regularly scheduled work week and use accrued leave when a need arises for an employee to be off from work.
- If a change in the regular workweek is needed in order to prevent a hardship to the employee, it may be requested and must be approved by both the Program Director and the Executive Director on a case by case basis.
 - A time period of how long the flexible schedule is needed should be established if possible.