

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number: 301a

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FLEXTIME POLICY

Updated 3/12/07

PURPOSE

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where performance or productivity is not satisfactory. Appeals of such decisions should be referred to the appropriate Department Head.

- D. New employees should be adequately trained and have completed 60 days of work before receiving approval to work flextime, unless the immediate supervisor is also on such a schedule; or if flextime is negotiated as part of the hiring process. Employees requiring close supervision are restricted to working only those hours when supervision is available.
- E. Costs to the association cannot increase as a result of this policy.
- F. In the event that granting multiple flextime requests would leave the unit understaffed, seniority will determine who gets first choice on a schedule request. However, seniority may not be used to “bump” another employee already using a flextime schedule **nor can an employee who elects to further their education “bump” another employee already working under a flextime agreement.**
- G. The Association reserves the right to modify or eliminate the Program at anytime.

PROCEDURE

Employees must complete a Flextime Agreement Form and (c)-0.956417(t)-2.53658995247.956417(t)

FLEXTIME REQUEST FORM

Name

Date

Job Title

Unit / Department

Reason _____
(Include documentation)

I wish to request a flexible work schedule for the following three-month period and, if approved, agree to adhere to this work schedule and to the terms and conditions of the Flextime Policy. I understand that this does not alter the at-will nature of my employment.

Month One:	Monday	Tuesday	Wednesday	Thursday	Friday	<u>Hrs Worked</u> Total
Week Ends (Date): _____ Start and End Times / Lunch Time						
Week Ends (Date): _____ Start and End Times / Lunch Time						
Week Ends (Date): _____ Start and End Times / Lunch Time						
Week Ends (Date): _____ Start and End Times / Lunch Time						

Month Two:	Monday	Tuesday	Wednesday	Thursday	Friday	<u>Hrs Worked</u> Total
Week Ends (Date): _____ Start and End Times / Lunch Time						
Week Ends (Date): _____ Start and End Times / Lunch Time						
Week Ends (Date): _____ Start and End Times / Lunch Time						
Week Ends (Date): _____ Start and End Times / Lunch Time						