

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **FLEX TIME**

Policy #: **8.5**

Certain departments are required to remain open twenty-four hours a day. Through mutual consent, the supervisors and employees may establish a forty hour week at a time different from the regular daily schedule if the needs of UAPB are better served.

Work schedules should be stated in writing and have the appropriate management approval, upon approval forward a copy sent to the Office of Human Resources to be included in an employee's personnel file.

Resource(s):

Approved by:

Approval date:

Custodian: Human Resources