

Division of Air Quality

Flexible Work Hours Agreement

Within certain limits, employees may establish a work schedule different from the normal 8 AM to 5 PM workday. Supervisor approval is required utilizing this form.

Requirements:

- For the Division of Air Quality, normal hours of operation are 8:00 AM to 5:00 PM, Monday through Friday.
- All Sections and Regional Offices must be staffed and functioning 8:00 AM to 5:00 PM each day.
- Normal daily work schedule is 8 work hours plus a minimum of 30 minutes for lunch (1 hour for lunch is acceptable).
- Employees are expected to work during the normal hours of operation.
- With specific written approval of the supervisor, a flexible schedule may be approved that allows an employee's schedule to be shifted to earlier or later in the day.
- Employees may apply for a flexible schedule that provides for an eight-hour work day plus lunch (30 or 60 minutes) starting as early as 7:00 AM and no later than 9:00 AM. The flexible schedule may end no later than 6:00 PM.
- Any exceptions to these times must be approved by the Director.
- An employee may have more than one approved "flexible" schedule; e.g., one for Monday, Wednesday and Friday and one for Tuesday and Thursday. All flexible schedules must be approved in advance by the Supervisor.
- All Supervisors/Managers are expected to be generally available during the Division's normal hours of operation.
- Approval of a request for a flexible schedule shall only be approved where the functioning of the Division is not diminished.
- It is recognized that there will be days when employees will need to deviate from the normal or an established flexible work schedule for various reasons. For these cases, the employee must coordinate with and secure approval from the Supervisor.
- Effective date of these requirement revisions is July 1, 2008.

Flexible Schedule Approval:

- **Name:** _____
- **Section / Region:** _____
- **Schedule Requested:**
 - **Start day:** _____
 - **Lunch:** _____
 - **End day:** _____
- **Employee Signature:** _____
- **Approved by Supervisor & Date:** _____
- **Division Director Approval & Date:** _____