



**ISSUED:** March 14, 2025  
**AUTHORIZED BY:** Kenneth J. Zellers  
*Ken Zellers* Commissioner

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**POLICY TITLE:** Work Schedule

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## Overview

All employees are required to adhere to their work schedule. Employees who fail to obtain supervisor approval for modifications to their work schedule (late arrivals, early departures, or other adjustments) may be subject to disciplinary action and/or required to use annual leave or compensatory (comp) time for the absence.

Full-time employees must have weekly schedules totaling 40 hours of work in a seven-day period. Salaried employees exempt from earning overtime and/or comp time may work more than 40 hours within a 7-day period based upon business need. Employees eligible to earn overtime and/or comp time must obtain approval prior to working overtime consistent with the Overtime and Holiday Work policy ([B-2](#)). An employee who works overtime without obtaining prior approval, regardless of whether they intended to document the additional time or not, may be subject to disciplinary action.

## I. Standard Schedule

The standard business schedule for the Office of Administration (OA) is 8:00 a.m. to 5:00 p.m., Monday through Friday. Employees are expected to adhere to the standard business schedule, unless they have obtained approval for a flexible work schedule as outlined below.

## II. Flexible Schedule

- A.** Division/program director or designee may approve a flexible schedule to allow employees options to work beyond the standard business schedule so long as the schedule aligns with OA business needs. This may mean starting earlier in the day or later than these core hours or working four 10-hour days instead of five 8-hour days. A request for a flexible work schedule must be submitted in writing using the Request for Flexible Hours, Alternative Work Location, or Hybrid Schedule ([Form 6](#)) and approved by an employee's division/program director or designee.

- B.** Divisions/program directors are required to maintain a list of employees with flexible work schedules. The list must be shared with Human Resources (HR) and shall be reviewed annually by division/program directors. Upon such review, divisions/programs shall notify HR of any changes to employee schedules.
- C.** Flexible work schedules can be rescinded or adjusted at the discretion of the division/program director to meet business needs, including the need to provide closer supervision of an employee.

### **III. Meal Periods**

- A.** Scheduled meal periods must be coordinated and approved by the employee's supervisor, division/program director, or designee. Any requests to change the scheduled meal period on an occasional basis must be approved by a member of the employee's supervisory chain.
- B.** Meal periods are unpaid. An employee eligible to earn overtime and/or comp time must obtain prior approval from a member of their supervisory chain to work during their meal period.
- C.** Work performed during a meal period that results in overtime requires approval consistent with OA's Overtime and Holiday Work policy ([B-2](#)). An employee who works overtime during their scheduled meal period without obtaining prior approval, regardless of whether they intended to document the additional time or not, may be subject to disciplinary action.
- D.** Meal periods shall not be permitted at the beginning of an employee's scheduled workday to offset late arrivals. Meal periods shall not be permitted at the end of an employee's scheduled workday for early departure. Meal periods may be used in conjunction with pre-approved scheduled leave.
- E.** An employee exceeding the approved duration of their meal period may be subject to disciplinary action and/or required to use annual leave or comp time for their absence.

#### IV. Break Periods

Break periods are permitted, but not mandatory. Breaks may be authorized pursuant to state or federal law, union contract, or express permission from a direct supervisor.

- A.** Employees covered by the Pregnant Workers Fairness Act (PWFA) and Providing Urgent Maternal Protections (PUMP) Act are entitled to reasonable breaks. Questions regarding the PWFA and/or PUMP Act shall be directed to [HR](#).
- B.** An employee's supervisor, division/program director, or other designee may establish requirements for break periods. Break periods shall not interrupt or negatively disrupt business needs or customer service.
- C.** For employees not covered by a union contract or other provision of law: Break periods shall not be permitted at the beginning of an employee's scheduled workday to offset late arrivals. Break periods shall not be permitted at the end of an employee's scheduled workday for early departure. Break periods shall not be permitted at the beginning or end of an employee's scheduled meal period to extend the duration of the meal period.
- D.** An employee exceeding the duration of any break period without prior approval may be subject to disciplinary action and/or required to use annual leave or comp time for the absence.