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|  | | Policy Number: ER003 |
| Subject: | FLEX TIME FOR INTERNAL STAFF | |
| Section: | EMPLOYEE RELATIONS | |
| Effective Date: | 11/01/2010 | Review Date: 04/02/2015 |
| | | Revised Date: 08/2014 |
| <input type="checkbox"/> New Policy | | <input type="checkbox"/> Supersedes Policy Dated: 10/14/2010 |
| Issued by: HR Administrator | Concurred with and Approved by: Jim Burns, Director Initial: _____ | |
| Distribution: | All employees of Family Focus, Inc. | |

PURPOSE:

It is the policy of Family Focus to offer employees flexibility in their work schedule to balance professional and personal obligations, where such arrangements are possible.

PROCEDURE:

Internal employees may schedule to begin and end the workday at a different time each day, within the window of 5:00 a.m. and 9:00 p.m. Employees must have supervisor approval for times outside the window of 5:00 a.m. and 9:00 p.m. Employees must have pre-approval from a Manager or the Director before working on Saturday or Sunday.

Employees are to work an average of 38 hours per week. Employees may use vacation/sick time to reach their 40 hour goal.

Schedules must include a half hour lunch for hours worked over six (6).

A Manager or Director will approve or deny these schedules based on individual circumstances, workloads or staffing levels in a particular department, or other criteria. Family Focus also reserves the right to approve schedules based on the need to maintain minimum staffing levels during the core hours of 8:00 a.m. to 4:30 p.m.