

Flex-Time Procedures
Administrative Support Staff – By Semester
Faculty of Engineering and Applied Science

Under the work-flex program of Memorial University, supervisors can approve requests for flexible working arrangements, such as flex-time and compressed work weeks. These procedures are not applicable to management / professional employees.

With the approval of the Unit Head, an administrative staff member may build flex-time through a reduction in his/her lunch hour. An employee can accrue a half-hour daily, up to a maximum of 2 days off during each of the Fall and Winter Semesters. This yields a maximum of 4 flex days off over a period of one year or 14 hours within a semester.

- Employees will not accumulate or “bank” coffee break time for the purpose of compressed work hours or accumulation of flex-time.
- Employees do not have overtime compensation for extra daily or weekly hours worked under this flex-time arrangement.
- Compensatory time off is taken at straight time rates.
- If an arrangement is discontinued, employees will be given an appropriate amount of time to enable them to use any banked time that may have been accumulated.
- One-time or short-term work-flex arrangements, normally for units of time less than a ½ day, may be approved at the discretion of the Unit Head.

These above procedures are subject to future changes. Other requests that involve recurring ongoing work-flex arrangements can be submitted in the form of a written proposal and approved by the supervisor. Individual one-time or short-term work-flex requests can be approved by the supervisor without a written proposal.

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