

## **Procedure Title: Alternate Work Schedules**

**Impact:** Benefits Eligible Staff

**Responsibility:** Human Resources

**Effective Date:** 02/27/02

**Last Update:** 02/22/23

**Relates to Policy:** 3.02.29

**Legal Citation(s):** n/a

---

Alternate work schedules may include:

- A compressed workweek, which is a 40-hour workweek condensed into fewer than five days
- One day off every other week

Alternate work schedules may vary in duration and supervisors are responsible for documenting with HR if the schedule is to last longer than four weeks. Supervisors must complete and submit documentation on the designated HR form for inclusion in the employment file. Supervisors are responsible to review the schedule annually and communicate revisions to HR through an updated form.