

PATHWAYS ABILITIES SOCIETY

POLICY: FLEXTIME AND BANK TIME

Applies to: All Personnel

Original Approval Date: April 28, 2003

Date Board Approved: October 14, 2022

Replaces Policy Dated: June 28, 2021

Board Member's Signature

Flextime and banked time must be approved by management personnel.

Flextime is when an employee and the employer agree that the employee will work an extended day and take the hours back within the same pay period. Actual hours worked each day are documented.

Banked time is when an employee and the employer agree that the employee will accrue time that is scheduled to be taken at a later mutually convenient date within the calendar year. Any remaining balances will be paid out on the last payroll of the year.

Banked time accrued or taken is documented in PayWorks.

Employees are prohibited from maintaining a bank of time of more than 5 shifts or 80 hours unless it is due to extenuating circumstances.