

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: FLEXTIME AND BANK TIME**

**Applies to:** All Personnel

Original Approval Date: April 28, 2003

Effective Date: September 12, 2022

Replaces Policy Dated: November 19, 2018

#### **Flextime**

Flextime is when an employee and the supervisor or manager 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.

1. The supervisor or manager emails the employee approving or confirming the change in their scheduled hours of work.
2. Document actual hours worked or used on your PayWorks timesheet on the specific day. In the Notes section explain the change. The hours should balance out to your regularly assigned hours for that two-week period.

#### **Bank Time**

Banked time is when an employee and employer agree that the employee will accrue time that is scheduled to be taken at a later mutually convenient date, within the calendar year.

#### Accumulating Time

1. Contact the manager and obtain approval prior to changing your scheduled hours of work or to request to bank time.
2. Enter the hours in your PayWorks timesheet you are banking in the "Banked" column.

#### Using Banked Time

1. Complete a Time Off Request.
2. Email the manager and area supervisor notifying him/her that the request has been submitted.
3. The manager and supervisor process the request and notify the employee.
4. Enter the banked hours using in your PayWorks timesheet "Banked HRS Paid" column.