**Excerpt from Child Care Resources Employee Handbook to establish shorter work week**

Flexible Schedule. A flexible schedule allows employees to alter their work schedules while meeting Employer’s need for productivity and office/task coverage. In contrast to traditional work arrangements that require employees to work a standard 8-5, M-F schedule, a flexible schedule at CCR involves a core period of the week in which employees are required to work and a bandwidth period within which all required work must be completed. Time outside of the core period is flexible time in which employees may choose when they work, subject to achieving Employer expectations for attendance, coverage, and productivity. The core period and bandwidth period may vary between employees depending on employee and company needs. Flexible schedules are considered after the first six months of employment and individually established by the Supervisor with the employee. Flexible schedule decisions will be based on the ability to accomplish work tasks and achieve office/team coverage. Schedules may be adjusted at the Employer’s discretion.

Non-Exempt Employees may not work more than 40 hours during the work week without prior supervisor approval.

Flexible schedules are not available in weeks that contain agency holidays, or if an employee uses more than 8 hours of sick leave or vacation leave.

If anticipated work and coverage is not accomplished, a flexible schedule may be revoked and may lead to disciplinary action or termination.