

Flexible Work Schedule Guidelines

The University of South Carolina allows employees to be flexible with their work schedules, when possible, to respond to work-life needs. Several alternatives are available to support employees as they seek to balance work and personal responsibilities. Flexible scheduling is not an entitlement and is subject to management review to ensure business needs are met. Approval of flexible scheduling will also consider fairness and equity across the department.

The university's normal business hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. It is management's responsibility to ensure that appropriate coverage and all regular departmental functions are maintained during these normal hours.

- All full-time and part-time employees in FTE, Research Grant, and Time Limited positions are eligible to request an alternate work schedule.
- Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit.
- The standard lunch period shall be one hour, during which the employee is completely relieved of all duties. However, all employee work schedules must include at least a 30-minute bona fide meal period that should not be recorded as time worked. The scheduled meal period must regularly occur during the workday and cannot be adjusted to the beginning or the end of a day for the purpose of allowing the employee to arrive later or depart early.
- Break periods may not be used to shorten work hours or the workweek. Break periods are compensable time that may be allowed, but are not required, depending on the daily work schedule. Typically, two breaks, not to exceed 15 minutes each, may be allowed during a normal workday. Breaks may not be used to allow an employee to come in late, to leave early, or to extend the lunch period.
- Non-exempt employees may not exceed 40 work hours per workweek without receiving overtime or compensatory time, so their alternate work schedules must be designed appropriately. No alternate work schedule should result in increased costs to the department due to overtime or compensatory time. Exempt employees are not covered by this stipulation.
- The employee's supervisor must recommend approval of the work schedule. Final approval of flexible scheduling must be given by the department head or director. The decision of the department head or director is final and may not be appealed. All approved and denied requests must be sent to the HR Contact for the division, department or campus and be retained in the department's files.
- An employee may not change the flexible schedule without prior approval.
- An employee's approval to work a flexible work schedule may be altered or rescinded, temporarily or permanently, at the discretion of the department head, dean, director, or vice president. Employees must receive seven (7) calendar day of advance notice for any permanent change to their work schedule.
- An initial assessment of the flexible work schedule should be made after 30 days, but no later than 90 days, from the start of the flexible work arrangement, with due consideration for employee productivity, business requirements of the unit and fairness to other employees.
- An employee's pay will not be affected as long as the employee maintains the approved flexible schedule.

Alternate Work Schedule Options Include:

- Employees can request to alter their arrival and departure times from the standard University workday.
 - Examples for 37.5 hour schedules include: 7:30 am – 4:00 pm, 8:00 am – 4:30 pm, or 9:00 am – 5:30 pm, with a one-hour lunch.
 - Examples for 40.0 hour schedules include: 7:30 am – 4:30 pm, 8:00 am – 5:00 pm, or 9:00 am – 6:00 pm, with a one-hour lunch.
 - This variation does **not** need to be entered into the Time and Absence System.
- Employees can work their scheduled hours five days in the workweek but outside of the normal Monday through Friday. All hours worked must remain within the university’s official workweek that begins at 12:01 am Sunday and ends at midnight the following Saturday.
 - Examples include: Sunday-Thursday or Tuesday-Saturday.
 - This variation **must** be entered into the [Time and Absence System](#). A copy of the approved form for this type of schedule must be sent to HR and Payroll.
- Employees can work their scheduled hours in less than five days in the workweek (compressed schedule).
 - Work 4 business days, with a 5th day off during a 37.5 hour work week.
 - Mon-Wed: 7:00 am to 5:30 pm, with an hour lunch (9.5-hour day)
 - Thurs: 7:00 am to 5:00 pm, with an hour lunch (9.0-hour day)
 - Work 4 business days, with a 5th day off during a 40.0 work week.
 - Mon-Thurs: 7:00am to 6:00 pm, with an hour lunch (10-hour days)
 - This variation **must** be entered into Time and Absence System. A copy of the approved form for this type of schedule must be sent to HR and Payroll.
- When a compressed workweek is used and multiple employees are approved for a compressed schedule, department heads and directors must ensure different days of the week are chosen to evenly distribute the work coverage.
- If an employee’s flex day (under a compressed work schedule) falls on a holiday, the employee may move the flex day to another day of the work week with management approval. Otherwise, the employee will earn holiday compensatory time to be used at a later time.
- **Holidays**. Holiday leave is granted at 7.5/8 hours (or the employee’s average workday). Since an employee’s flexible schedule may have them work more than 7.5/8 hours per day, they will be required to take annual leave for the additional hours over 7.5/8 or have the option to make up the hours **during the same work week** with management approval. If an employee elects to make up the additional hours, they are responsible for coordinating their schedule with their manager.
 - Example: An employee is scheduled for 37.5 hours per week (average workday of 7.5 hours), but works 9.50 hours per day as part of the flex schedule. The holidays allow 7.5 hours of leave. The employee would either take annual leave for the additional 2.00 hours or make the hours up during the same work week as the holiday.
- **Sick/Annual Leave**. During sick and annual leave days, the employee will need to account for the whole day if their flex schedule requires the employee to work more than 7.5/8 hours per day.
 - Example: An employee is scheduled for 40.0 hours per week (average workday of 8.0 hours), but works 10.0 hours per day as part of the flex schedule. The employee would need to enter the entire 10.0 hours as sick or annual leave.

To Be Completed by Employee	
Name (Last, First, Middle):	
Department:	USCID:
Duration of Flexible Work Schedule Request: Beginning: _____ Through (If Temporary Arrangement): _____	
<p>This Request is for a Variable Schedule or Compressed Workweek as follows:</p> <p>Variable Schedule: Alternative hours to the standard workday schedule of 8:30 a.m. to 5:00 p.m., Monday-Friday.</p> <p>Compressed Workweek: Compressing the standard workweek by working 9.5 to 10 hours per day, four days per week. Please provide details of your request, including the number of hours to be worked per day and the proposed schedule, including meal breaks. Please attach an additional page if necessary.</p> <p>Compressed workweek description:</p> <p>Please indicate your requested work hours for each day:</p> <p>Sunday: _____ hrs Monday: _____ hrs Tuesday: _____ hrs Wednesday: _____ hrs</p> <p>Thursday: _____ hrs Friday: _____ hrs Saturday: _____ hrs</p>	
Employee Signature	
In making this request, I understand that any flexible schedule approved may be altered or rescinded at any time.	
Employee Signature: _____	Date: _____
Supervisor Review	
Recommend Approval	Recommend Disapproval
Comment:	
Supervisor Printed Name:	
Supervisor Signature: _____	Date: _____
Department Head/Director Review	
Approved	Disapproved
Comment:	
Department Head/Director Printed Name:	
Department Head/Director Signature: _____	Date: _____

If this request is approved and the employee's schedule change needs to be entered into PeopleSoft, send a copy of the approved request to Central HR at saladmin@mailbox.sc.edu AND the Payroll Office at payroll@mailbox.sc.edu. Send copies of all approved and denied requests to the HR Contact for the division, department, or campus to be retained in the department's files.