



APPENDIX C

Sample Schedule for 9/80 Work Week

After establishing a flexible work week schedule with an identified “flex day”, the employee’s schedule remains the same unless the supervisor or employee terminates the privilege. On the first week of the new schedule, the employee works 40 hours before the anticipated day off (sample work Monday – Thursday 40 hours and off on Friday). The employee does not work on the first flex day. Thus, the work week becomes that day (sample = Friday) at noon and ends at noon on the same day the following week (sample = Friday). The employee’s work schedule becomes one day 8 hours, preferably the selected weekday of the non-flex week (sample = Friday), and eight days @ 9 hours each day.

Sample

A 9/80 schedule with Friday as the flex day:

M 9 T 9 W 9 Th 9 F 8

M 9 T 9 W 9 Th 9 F off

The work week begins at noon on Friday and runs until noon the next Friday = 40 hours.

Week #1 M9 + T9 + W9 + Th9 + F4 (1/2 of Friday) = 40

Week #2 F4 (1/2 of Friday) + M9 + T9 + W9 + Th9 = 40

This schedule repeats and any non-work time should be designated accordingly, i.e., a day of sick leave = 9 hours sick, 2 days of vacation = 18 hours vacation, etc. unless it’s on the “8 hour” day.

If a holiday falls on the scheduled day off, the employee receives holiday credit for 8 hours, to be used within 12 months from the date of the holiday.

If a holiday falls on a scheduled 9 hour work day, the time record should read “8 hours holiday, 1 hour vacation” (or other appropriate paid leave – administrative or holiday worked, etc.)

Employees in non-exempt job titles are not eligible for a 9/80 work schedule.