



GSI POLICY NUMBER HR-	REVISION # 1	EFFECTIVE DATE: NOV 1 2016	NUMBER OF PAGES 1
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"PROVIDING THE WARFIGHTER THE RIGHT SOLUTIONS AT THE RIGHT TIME"

Policy Title: Work Schedule - Flextime

Purpose

To outline the policy and procedure regarding the use of flextime for GSI employees. Flextime may not be available to everyone and is dependent on contractual obligations, customer requirements, Supervisor approval and worksite environment. Additionally, work schedules may vary based on contractual obligations.

Policy

GSI may make available flexible work schedules for employees where it is contractually permissible and approved by management. Some job functions, circumstances and contractual obligations may not permit flexible work scheduled, making it necessary for those individuals to work during specified hours. Employees required to work specified hours will be so advised by their GSI Supervisor.

Procedure

The flextime work schedule permits employees to vary the start of their work day in accordance with personal needs for a period of up to two hours (i.e. 7:00 A.M. to 9:00 A.M.). The normal workday consists of eight hours of work plus an unpaid lunch period. All full-time employees must work the "core hours" of 9:00 A.M. to 4:00 P.M. Monday through Friday. Any exceptions to working the core hours must be approved by the GSI Supervisor.

The minimum unpaid lunch period is one-half hour and may be taken between the hours of 11:00 A.M. and 1:30 P.M. depending upon work requirements.

Each exempt (salaried) employee shall have a standard flextime work schedule approved by their GSI Supervisor. Employees will coordinate and inform their GSI Supervisor of changes to their flextime work schedule. Employees, needing time away during the normal workday to attend to minor personal matters, e.g., medical appointments of short duration, will be allowed to make up eight hours during the time card period. In other situations, employees must take leave or Leave Without Pay (LWOP). (See Leave Policy #HR-).

Each non-exempt (hourly) employee shall have a standard flextime work schedule approved by their GSI Supervisor. Employees will coordinate and inform their GSI Supervisor of changes to their flextime work schedule. Employees, needing time away during the normal workday to attend to minor personal matters, e.g. medical appointments of short duration, will be allowed to make up four hours during the standard workweek. A Workweek is a one-week period beginning on Sunday at 12:00 AM and ending on the following Saturday at 11:59 PM. A workweek may fall into two separate time card periods

In other situations, employees must take leave or LWOP.