

PATHWAYS ABILITIES SOCIETY

POLICY: FLEXTIME AND BANK TIME

Applies to: All Personnel

Flexitime is when an employee and the employer 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.

Banked time is when an employee and the employer agree that the employee will accrue time that is scheduled to be taken at a later mutually convenient date within the calendar year. Any remaining balances will be paid out on the last payroll of the year.

Banked time accrued or taken is documented by payroll. Employees are prohibited from banking more than 21 hours unless it is due to extenuating circumstances.

Flexitime and banked time must be approved by management personnel.

Effective/Revision Date

April 28, 2003
June 18, 2007
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January 25, 2013
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Board Approved

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