

PATHWAYS ABILITIES SOCIETY

PROCEDURE: FLEXTIME AND BANK TIME

Applies to: All Personnel

Effective/Revision Date:

April 28, 2003
June 18, 2007
October 31, 2007
September 12, 2011
January 25, 2013
May 6, 2013
November 19, 2018

Flextime

Flextime is when an employee and the supervisor or manager 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.

1. The supervisor or manager emails the employee approving or confirming the change in their scheduled hours of work.
2. Document actual hours worked or used on your ShareVision timesheet on the specific day. In the Notes section explain the change. The hours should balance out to your regularly assigned hours for that two week period.

Bank Time

Banked time is when an employee and employer agree that the employee will accrue time that is scheduled to be taken at a later mutually convenient date, within the calendar year.

Accumulating Time

1. Contact the manager and obtain approval prior to changing your scheduled hours of work or to request to bank time.
2. Enter the hours in your ShareVision timesheet you are banking in the "Banked" column.

Using Banked Time

1. Complete a Time Off Request.
2. Email the manager and area supervisor notifying him/her that the request has been submitted.
3. The manager and supervisor processes the request and notifies the employee.
4. Enter the banked hours using in your ShareVision timesheet "Banked HRS Paid" column.