

### FLEX TIME

Allegany College recognizes regular official business hours as being 8:30 a.m. to 4:30 p.m. (See applicable policy "Business Hours").\* A support staff member who would regularly work the hours from 8:30 a.m. to 4:30 p.m., can request a flexible option that would adjust his/her normal work hours to 8:00 a.m. to 4:00 p.m. Group offices must have at least one person working the normal working hours so that offices would be open from 8:00 a.m. to 4:30 p.m.

The following procedure must be followed to adjust a support staff member's working hours.

1. The support staff member must make a written request to his/her supervisor.
2. The immediate supervisor may approve or disapprove the request based on the office area needs. If the immediate supervisor approves the request, he/she would then forward the request to his/her Dean/Vice-President for approval.
3. Dean/Vice-President may approve or disapprove the request based on the office area needs. If the Dean/Vice-President approves the request, he/she would then forward the request to the President for approval.

\*NOTE: A supervisor can require different hours given the nature of the office and staff positions in the office.