



## 33.06.01.00.01 Flexible Work Schedules

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## Procedure Statement

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Texas A&M University-San Antonio (A&M-San Antonio) may authorize flexible work schedules for employees when such arrangements respond to the needs of employees, increase productivity, and/or enhance the service capabilities of the organization. All required approvals should be obtained in writing and in advance of the flexible work arrangements.

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## Procedure Administration and Responsibilities

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### 1. GENERAL

- 1.1 Conditions: All regular employees of Texas A&M University-San Antonio are eligible to apply for flextime. A&M-San Antonio departments may allow employees to use flexible work schedules subject to the following conditions:
  - 1.1.1 Department supervisors are to ensure adequate coverage during the individual work unit's normal hours of operation. Department supervisors will ensure that the office is open for normal operation between 8:00 a.m. and 5:00 p.m., Monday through Friday, including the noon hour as required.
  - 1.1.2 Flexible work schedules are intended to be effective for at least two consecutive months; however, an approved flexible schedule arrangement may be modified, continued, or discontinued at the discretion of management at any time.
  - 1.1.3 Employees requesting a flexible work schedule or revision to an existing flexible work schedule must complete and submit a Flexible Work Schedule Request in Workday. The request must be approved by the employee's

immediate supervisor and division head before the employee may begin the new flexible work schedule.

- 1.14 Adequate staff coverage and supervision, sufficient to meet the operating requirements of the department and ensure quality service, are required at all times. Both internal and external customer needs must be considered to determine adequate staffing.
- 1.15 Work that requires regular supervision or essential interaction with other staff must be scheduled when such supervisors and interacting staff are available and present.

## 12 Responsibilities:

### 1.21 Employees shall:

- 1.2.1.1 Plan and organize their time to meet the requirements established by the supervisor;
- 1.2.1.2 Submit their flexible work schedule request to the supervisor by completing the Flexible Work Schedule Request in Workday;
- 1.2.1.3 Participate in the resolution of conflicts between the job and the flexible work schedule and inform the supervisor when coverage is not adequate.

### 1.22 Supervisors shall:

- 1.2.2.1 Ensure flexible work schedules are administered consistently and equitably;
- 1.2.2.2 Ensure that the regulations/rules and coverage requirements are understood and adhered to;
- 1.2.2.3 Plan and schedule job assignments, ensuring that there is sufficient staff to meet the operating requirements of the department; and
- 1.2.2.4 Review all Flexible Work Schedules requests and if approved forward via

Workday to the division head for final approval.

### 13 Administration

- 13.1 The computation of benefits is the same for employees working flextime as for those working a standard schedule.
- 13.2 Department supervisors must ensure each non-exempt employee (paid hourly and eligible for overtime) participates in a flexible work schedule, records total hours worked each day and documents exceptions to the normal work day (approved overtime, vacation, or other absences).

## 2 HOLIDAYS

- 2.1 Each employee using a flexible work schedule shall receive their allotted holiday hours based on the employee's position of percentage effort. If additional hours are normally scheduled to be worked, the employee must either take additional hours of vacation or work additional hours during the work week to make up the difference. If fewer hours are normally scheduled to be worked, the employee will be allowed to use the remaining time normally scheduled to be worked, the employee will be allowed to use the remaining holiday time at a later date.
- 2.2 Holiday equivalent hours are based on Texas A&M University System (System) Regulation [31.04.01 System Holidays](#).
- 2.3 Employees who are scheduled to work more hours than what is approved of on the holiday schedule must use other available leave, such as vacation leave. Alternatively, the employee may work additional hours within the work week to make up the difference with advanced supervisory approval.

Example: An employee has approved flex schedule and works 10 hours on Tuesdays. There is an approved holiday for a Tuesday for 8 hours. The employee is only allowed per System Policy to receive 8 hours of holiday pay for that day. Therefore, to complete the 40 hour work week, the employee must request leave for the 2 hours or work an additional 2 hours during the work week.

### 3. SICK/VACATION LEAVE

- 3.1 Leave requests must be submitted for vacation or sick hours missed during the employee's flexible schedule work week.

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#### **Related Statutes, Policies, or Requirements**

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System Policy [33.06 Hours of Work for Full-Time Salaried Employees](#)

System Regulation [31.03.01 Vacation](#)

System Regulation [31.03.02 Sick Leave](#)

System Regulation [31.04.01 System Holidays](#)

System Regulation [33.06.01 Flexible Work Arrangements](#)

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#### **Contact Office**

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