

**Title: Human Resources Management
Policy – Flex Time**

Policy No: 1960-03

Approval: Town Council

Effective Date: January 25, 2006



Supersedes Policy No: NIL

Policy Statement: The Town of Hardisty believes that it is in its and its employees' best interest to accommodate, as best as it can, the personal needs of employees by altering their work hours from time to time.

Purpose: To establish the terms and conditions of providing flex time to employees.

Principles:

- 1) During an employee's regular shift, the Town duties shall be the employee's first priority.
- 2) An employee may request time off in exchange for working additional hours at another time.
- 3) The time off will be exchanged on an hour for hour basis with the additional hours worked.
- 4) Requests for flex time must be in writing, stating:
 - a) The dates and times that the employee is requesting time off.
 - b) The dates and times that the employee is prepared to work the additional hours in consideration of the time off.
- 5) Requests for flex time must be approved by the employee's supervisor before the employee takes the time off or works this additional time if the additional time is to be worked before the time off.