

Schedule Descriptions

The Alternative Work Schedules are intended to offer employees work schedule options that promote work / life balance while still meeting organizational objectives.

Alternative Work Schedules

5/40

- Employees work a standard, on-site 8 hour day, 5 days a week (Monday through Friday).
- Hourly employees on a 5/40 schedule must take a lunch break of at least 30 minutes.

9/80 - A Friday, 9/80 - B Friday

- Over a two-week period, the hours worked total 80.
- During one week, employee works four, nine-hour days and one, eight-hour day. On alternate week, employee works four, nine-hour days and receives one day off on Friday.
- As a general rule, workers on the 9/80 schedule must report for work between 7:00 AM and 8:00 AM each scheduled workday an account for nine hours (or eight hours if it is their “short day”), plus the lunch break.
- The schedule must include time for a lunch break. The lunch break must be a minimum of 30 minutes. If a lunch period of 45 minutes or one-hour is taken, the schedule for the 9-hour day would add 15 minutes or 30 minutes respectively to the work day. (For example, a 9-hour day starting at 8:00 AM ends at 5:30 PM unless a one-hour lunch break is taken, in which case the day ends at 6:00.)

4/10

- A 4/10 work schedule may only be approved for programmatic or operational reasons.
- Employee works four, ten-hour days in a calendar week. The employee is not required to work the fifth day, which may be any day of the week, excluding weekends.
- All employees on a 4/10 schedule are required to take a lunch break of at least thirty minutes each workday.