



**KANSAS WESLEYAN UNIVERSITY
FLEX TIME POLICY**

Administrative Division	Business Office
Policy Title	Flex Time Policy
Administrative Office	Office of Human Resources
Effective Date of Policy	3.01.2025

Purpose

This policy provides guidelines for flexible scheduling (Flex Time) for both hourly and exempt employees. It is not intended to replace overtime for hourly employees but to offer schedule flexibility when possible. If no flex time is available within the work week, the employee will be compensated with overtime pay (pending approval as per the hourly overtime procedure).

Flex Time scheduling for **hourly** employees applies to hours worked beyond the standard 40-hour work week, typically due to campus events, special projects, or other exceptions arising from unique situations. The standard 40-hour work week runs from Saturday through Friday.

Flex Time scheduling for **exempt/salaried** employees applies to hours worked beyond the standard workweek outlined in your job description. For example, if your job description specifies a workweek of 45-50 hours, Flex Time would apply to any hours worked over 50 hours.

Campus events may include, but are not limited to the following:

- Student check-in days
- Commencement
- Night with the Yotes
- Homecoming
- And any other events organized by the university that require “all hands-on deck”

Scope

Flex time allows employees to adjust their work schedule in the week the extra hours are worked, to accommodate time spent on campus events or other approved work outside of regular working hours. The purpose of this policy is to ensure employees maintain a healthy work-life balance while also supporting the needs of the organization.

Eligibility

This policy applies to all full-time employees who are asked to work additional hours beyond the standard 40-hour work week. Flex time is available only when the employee works over 40 hours in a given week due to events, special projects or other work situations as authorized by their supervisor.

Guidelines

Flexing Out Extra Hours

Employees must have prior approval from their supervisor to work beyond their regular 40-hour work week. Any extra hours worked, including those for campus events, special projects or other work exceptions due to special situations, must be discussed and approved by the supervisor.

1. Supervisor Consultation

Employees must have a conversation with their supervisor to determine how and when to take the flexed time the week of the event or special situation. This ensures that there is no disruption to the team or departmental needs. The time off should be scheduled in a manner that supports the work of the department and does not interfere with critical business operations.

2. **Flexing Extra Hours** Employees who work more than 40 hours a week may flex out those additional hours by adjusting their schedule. Flex time should be used in the current week in which additional work hours were needed. Flex time should be used during reasonable hours, aligned with your regular work schedule within the same pay period.

For example:

- If an employee works 40 regular hours and then works 5 additional hours for a campus event on a Saturday, they may take 5 hours off that week (e.g., leave early on one day, come in late on another day).

3. Limitations and Exceptions

- Flex time cannot be carried over. It must be used in the week when the extra hours were worked, or it will be forfeited.
- Flex time is not intended to be used as a means to shorten the work week or reduce the standard 40-hour expectation.
- The decision to approve or deny flex time requests ultimately lies with the supervisor, considering operational needs and workload.

Conclusion

This Flex Time Policy is designed to give employees the flexibility to manage additional work hours while meeting the organization's operational needs. Employees should communicate with their supervisors about any flex time, ideally through an email thread. Supervisors are responsible for tracking and monitoring Flex Time usage to ensure the policy is not misused.