**Work Time Flexibility**

You can now adjust your lunch times by 30 minutes to allow for some flexibility with arrival and departure times.

Examples:

1. You need to arrive at 9:00 am. You can take a shorter (30 minute) lunch.
2. You need to leave at 4:30 pm. You can also take a 30 minute lunch to make up the time.

Please note that lunch time must be at least 30 minutes, per union rules (lunch cannot be skipped altogether). Please coordinate with your EOs in advance when you plan to modify your schedule and make sure there’s nothing already scheduled for the time you will not be available.

We would prefer that not all people on the same floor leave at 4:30, since that leaves the floor unattended. Yet, if that is the case, you will need to leave the unit’s door open for 30 minutes during lunch (from 12:30-1:00) so that people can request assistance if needed.

You will need to state your preference and maintain those hours through the AY (with the exception of emergencies), so that we can staff our units accordingly.

**Time Off Approval Process**

All time off outside of this new flexible window must still be formally approved:

**For OMs and FLTE/Facilities:** You should first receive approval from your EOs by e-mailing him/her and copying your supervisor on the message. HR will wait 24 hours to give the EOs time to respond. In the absence of HR, the Director or Associate Director will need to be notified. If the EOs do not raise any objection or do not reply, HR will approve the request. Advanced notification of requested time off is required, so that units can plan accordingly (minimum 48 hours notice for regular appointments; that does not apply for illness or unexpected situations). Employees should not leave work or plan vacation time without coordinating with their supervisors (EOs and HR or direct supervisor) beforehand.

**For Student Service’s Staff Receptionist:** Please request time off through HR.

**Note:** Please keep track of arrival/departure times to ensure accuracy with time reporting. Time away needs to be recorded both on the Outlook Staff Time Off Calendar and in ATLAS.