



## Policy HR 10.3 Flex Time

Adopted by the Library Board of Trustees: 01/24/2013  
Revised: 02/23/2017

When it is advantageous to NOLS and to the employee, non-exempt full-time employees may work more than thirty seven and one half (37.5) but not more than forty (40) hours per week without requiring overtime or compensatory time. This time worked in excess of thirty seven and one half (37.5) hours per week but not more than forty (40) hours per week is called flex time. Flex time worked during any week must be offset by the same number of hours not worked elsewhere during the same pay period. Flex time must be approved in advance by the employee's supervisor. An employee's abuse of flex time will result in the cancellation of an employee's ability to work a flex schedule.

Employees who are exempt from FLSA are not eligible to accrue or use flex time.

### **I. Administration**

All supervisors and managers are responsible for managing this policy.