

### 5.3 FLEXIBLE WORK SCHEDULES

Temple University supports the principle of flexible scheduling for its employees in order to balance their needs with the service and workload demands of the department.

A flexible work schedule is any alternative work schedule for employees who normally work the traditional five-day workweek. Flexible scheduling refers to a range of flexible formats, including varying start or stop times or varying the number of hours worked on a particular day. Flexible work scheduling is neither mandatory nor an entitlement. Any department and employee taking advantage of a flexible scheduling opportunity must ensure that the department can maintain satisfactory service to customers during all hours of the official workday, all work gets done, no weekly overtime other than what might normally be needed is performed, and weekly/monthly work time for each employee is tracked.

An employee requesting a flexible work schedule should consult with his/her supervisor. The department head has final approval on any flexible work schedule.

Temple University does not typically authorize employees to work from home on a regular basis. An employee may request to work at home to take care of personal needs, including the employee's own medical need, the medical needs of an immediate family member, or household emergencies. An employee must get prior approval in writing from the employee's supervisor and/or department head. Any employee who has approval to work at home must track the time actually worked and report this time to his/her supervisor on a regular basis. The employee will only receive credit for those hours actually worked and must use accrued vacation, sick or personal time for the balance of his/her regularly scheduled work day.

In determining whether to authorize an employee to work from home, the supervisor/department head must consult with Human Resources. A supervisor may revoke the approval at any time and is required to do so if it appears that the employee is not productive during work-at-home hours.