

1 **Flex Time**

2 Effective: Moved to Policy Library from UPM 3.6(2)

3 Updated/Revised: September 30, 2016

4 Contact: [University Human Resources \(UHR\) Employee/Labor Relations Office](#)

5 **Introduction**

6 The university supports the principles of flex time for its employees in order to allow employees to maintain
7 a work/life balance and better service to the public.

8 **Policy Statement**

9 It is the policy of the university to encourage each employing department to accommodate the reasonable
10 requests of employees for alternative work schedules when such accommodation is consistent with the
11 needs of the department to accomplish its objectives.

12 **Resources**

13 **Links**

- 14 • [Staffing Guidance for University Breaks](#)
 - 15 • [Vacation Leave](#)
 - 16 • [Leave of Absence Without Pay](#)
 - 17 • [Leave - Paid or Unpaid \(University Human Resources policies\)](#)
 - 18 • [Office Hours](#)
 - 19 • [Employee/Labor Relations Office](#)
 - 20 • [AFSCME Collective Bargaining Agreement](#)
 - 21 • [State of Iowa Executive Order Number Twenty-Five](#)
- 22