



# Compressed Workweek Request Form

**Instructions:** Complete and obtain approvals prior to forwarding to Human Resources.

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**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Start Date in program (must be a Monday):** \_\_\_\_\_

**Schedule:**       **A**                      or                       **B**

**Flex day will be:**       **Monday**                      or                       **Friday**

<b>Work Hours:</b>		<b>Actual Work Schedule Hours:</b>
<input type="checkbox"/> <b>Exempt</b>	<b>8 hrs./20 min. daily</b>	_____
<input type="checkbox"/> <b>Non- Exempt</b>	<b>8 hours daily (5 day week)</b>	_____
	<b>8 hrs./45 min. daily (4 day week)</b>	_____

**Requested by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Approvals:**

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Compressed Workweek Guidelines:

### Eligibility:

If your position is eligible, compressed workweek arrangements can begin after a satisfactory Introductory Review. To be considered for a compressed workweek arrangement, you must complete and submit to your Department Head the "Compressed Workweek Request Form" (above). **Participation must be approved by the department head.** Each department must be adequately staffed on all flex days; therefore, your request will be taken into consideration based upon the schedule of other department members.

### Scheduling:

The flex day can be either a Monday or Friday but schedule remains consistent each week. Employees may choose to start their schedule with Week A or Week B (Pay week) as outline below.

**Non-Exempt Positions (Hourly)** Compressed workweek schedules are designed as not to have more than 40 hours in any given week and provide for no more than one day off within any two-week period. In accordance with NAA policy, all overtime (time worked over 40 hours per week) must be pre-approved by your Department Head, even in a compressed workweek arrangement.

Week A Schedule (not including an hour for lunch)

Week 1: Work Monday through Friday, 8 hour days for a total of 40 hours.

Week 2: Work four, 8.75 hour days; with one Flex day off for a total of 35 hours

Week B Schedule (not including an hour for lunch)

Week 1: Work four, 8.75 hours days; with one Flex day off for a total of 35 hours

Week 2: Work Monday through Friday, 8 hour days for a total of 40 hours.

**Exempt Positions (Salaried):** the schedule would consist of alternating weeks of 5 days and 4 days for a total of 75 hours worked over 9 days, with each work day consisting of 8.33 hours.

Week A Schedule (not including an hour for lunch)

Week 1: Work Monday through Friday, 8.33 hour days for a total of 41.65 hours

Week 2: Work four, 8.33 hour days; with one Flex day off for a total of 33.32

Week B Schedule (not including an hour for lunch)

Week 1: Work four, 8.33 hour days; with one Flex day off for a total of 33.32

Week 2: Work Monday through Friday, 8.33 hour days for a total of 41.65 hours

This program is not to be used to respond to a personal emergency or other unusual circumstance. Employees may move into and out of the plan one time in the course of a calendar year.

**Business Considerations, Holiday, Sick & Vacation:**

If business dictates that you must work on your scheduled flex day, **exempt** employees will not be given an alternative day off in exchange.

**Non-exempt** employees will be paid overtime for any hours worked beyond 40 hours in a workweek.

**There may be certain time of the year, that business dictates that an employee suspend participation in the flex program.**

If you voluntarily need to withdrawal from the program, complete and submit the "Compressed Workweek Withdrawal" form.

If a holiday falls on your flex day you won't be given an additional day.

If you are absent while working under a compressed workweek arrangement, you may submit sick, vacation and/or comp as 7.5 hours. If you are a non-exempt (hourly) employee, you should add the additional "regular" time to have enough hours for that week. For example, you need to 0.5 (for 8 hour days) or 1.25 (for 8.75 hour days).

If you are sick your flex day you may not charge that day to a sick day and schedule a different day off.