**Summer Flextime Policy**

During the summer months, starting the week in which Memorial Day is observed and ending the week in which Labor Day is observed, [Company name] will allow employees to work flexible/compressed work schedules.

The summer flextime policy at [Company name] allows employees to work extra time Monday through Thursday in order to leave early on Friday. The time of arrival and departure may not differ from the standard operating hours of 8:30 a.m. to 5:00 p.m.by more than two hours, except for the Friday early departure. For example, a typical summer flextime arrangement is Monday through Thursday arriving at 8:30 a.m. and departing at 6:00 p.m. and on Friday arriving at 8:30 and departing at 1:00 pm.

Supervisors approve flextime on a case-by-case basis. An employee must first discuss possible summer flextime arrangements with his or her supervisor, then submit a written request. The supervisor will approve or deny the flextime request based on staffing needs, individual job duties, employee work record, and the employee’s ability to temporarily or permanently return to a standard work schedule when needed.

A summer flextime arrangement may be suspended or cancelled at any time. Exempt employees must depart from any flextime schedule when needed to perform their job duties. Nonexempt employees may be asked to work overtime, regardless of a flextime schedule.