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[FLEXIBLE SCHEDULING](#)

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POLICY

## Flexible Scheduling

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ON 12/

2024

**This policy applies to:** All staff. (Individuals represented by collective bargaining agreements receive benefits in accordance with those agreements.)

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## I. Policy

The University encourages departments whenever practical to provide flexibility in work schedules for staff members who are unable to work regular full-time or regular part-time hours throughout the year. By providing flexibility in scheduling, the University may be able to retain valued employees and maximize savings. Flexible schedules should be arranged only if it is mutually convenient to do so; in essence, the department and the employee should develop a partnership to ensure that the required work can be completed given the schedule change. In addition, the University encourages departments to review staffing levels and work cycles when vacancies occur to determine the feasibility of reduced appointments (less than twelve months), part-time jobs, or job sharing. In some instances, use

## ABOUT THIS POLICY

### Policy Number

173

### Policy Group

Human Resources

### Issuing Authority

Human Resources

### Responsible Officer

Kathy Miner

### Contact Information

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## RELATED POLICIES

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(<https://www.rochester.edu/policies/policy/remote-work/>)

### Layoff and Recall

(<https://www.rochester.edu/policies/policy/layoff/>)

### Work Schedules: Meal and Rest Periods

(<https://www.rochester.edu/policies/policy/meals-rest/>)

### Leaves of Absence

(<https://www.rochester.edu/policies/policy/leave-of-absence/>)

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