Georgia State University Policy

6.10.65 Alternate Work Schedules

Policy Summary

Georgia State University is implementing guidelines for establishing alternative work schedules within departments. Alternative work schedules may include, but are not limited to, compressed workweeks or flex scheduling. Alternate work schedules are a privilege and may be discontinued, temporarily suspended or altered, with or without notice, in the sole discretion of the appropriate supervisor, Vice President or Dean. Alternative work schedules may not be suitable for all employees and/or positions. An alternative work schedule will be decided by the supervisor, with the approval of the appropriate Vice President or Dean, will be consistent with University and department practices. These guidelines will be implemented beginning the first Monday after spring commencement and end the last Friday of the summer session. In certain exceptions, alternative work schedules may be extended beyond the summer period, with the approval of the supervisor and Vice President/Dean, to meet the needs of the University (i.e. extended student service hours).

**Note: For 2009, the alternative schedule would be available starting May 11 and ending July 31, 2009.**

Full Policy Text

For information on this policy, please see the Employee Handbook at: [http://employees.hr.gsu.edu/](http://employees.hr.gsu.edu/)

Administration of Policy

**Mandating Authority:**
Administrative Council

**Responsible Office(s):**
Human Resources, 3rd floor One Park Place, 3-3308

**Responsible Executive(s):**

Policy History

**Approving Body:** Administrative Council

Rationale or Purpose

The University System of Georgia allows system institutions to adopt alternative work programs. Georgia State University recognizes that alternative work schedules benefit the University, employees and the environment.