



## Nicholls State University Flextime Schedule Policy: Frequently Asked Questions

**1. Why is Nicholls State University implementing flextime?**

Nicholls State University recognizes the need for employees to balance their work and personal lives. We recognize that for employees to perform effectively at work, they must also have an opportunity to take care of personal business.

**2. What criteria are established in order to proceed with a flextime schedule?**

- Must maintain productivity
- Must maintain level of customer service
- Job expectations must not change
- Office hours must remain open from 8:00 AM to 4:30 PM

**3. If my supervisor approves for me to work 4 – 10 hour days (Monday through Thursday) and a holiday falls on a Friday, what happens to my holiday?**

You will receive a designated 10 hour holiday approved by your supervisor. This will typically be the closest scheduled workday preceding or following the holiday.

**4. If my supervisor approves for me to work 4 – 10 hour days (Monday through Thursday) and a holiday falls on a Monday, how many hours of holiday pay will I receive?**

You will receive 10 hours of holiday pay at your base rate of pay.

**5. If my supervisor approves for me to work 9 hours a day (Monday through Thursday) and 4 hours on Friday and a holiday falls on a Friday or any day during that week, how will I be compensated for the holiday?**

On the weeks where we have holidays, you will revert back to your normal schedule of 8 hours per day.