4.5 FLEX TIME

Flex Time

Flex Time is a benefit available to all hourly employees, allowing them to take paid time off. Employees begin accruing Flex Time from their date of hire; however, they cannot use this accrued time until they have completed 90 consecutive days of employment. Employees can view their available Flex Time balance in the electronic timekeeping system. At the time of the employee's annual anniversary, any unused Flex Time will roll over into the employee's accrual bank.

Flex Time will be accumulated in the following manner:

Employees will accrue 0.035 hours of Flex Time for every hour worked, which amounts to 1.05 hours of Flex Time accrued for every 30 hours worked. The Earned Sick Time Act states that an employee accrues 1 hour of paid time off for every 30 hours worked.

Employees must use their Flex Time for the following:
1. Planned/approved time off following policy and procedures and Management approval.
2. Absences when an employee is on an approved Family Medical Leave.
3. Absences for illness, or family illness. Please see Staffing Policy for additional information.

Requesting Time Off

- All time off request must be submitted through the electronic timekeeping system.
- Due to the nature of employment (24 hours/7 days per week), it is important that employees planning a vacation ask for the time off at least three weeks or more in advance for scheduling purposes.
- Hourly employees are eligible to request available paid time off after the first 90 consecutive days of employment. Due to the nature of employment (24 hours/7 days per week), it is important that employees planning a vacation -submit the request for time off at least three weeks or more in advance for scheduling purposes.
- Vacation for the year cannot exceed one consecutive week without prior Management approval.
- Although Management will try to approve and accommodate all vacation requests, there may be a time when Management will have to exercise the right to deny a vacation request based on the current needs of the location if a hardship will occur.
- Employees can ask another trained employee to work their shift and upon agreement fill out a Shift Change Notification Form. The form is turned into their immediate Manager. Both the employee scheduled to work and the employee that has agreed to work the shift must sign the Shift Change Notification Form. An employee cannot sign the form for another employee.

- Employees may also take unpaid time off following the same process of submitting a leave request within the electronic timekeeping system for Management approval once they have used all their accumulated Flex Time.

- In the event of a foreseeable absence from work based on the criteria as outlined in the Earned Sick Time Act for the employee or employee's family members, employees must contact their immediate supervisor 5 days prior to the event. If the need for sick time is not foreseeable, the employee is required to give notice of the intention within 4 hours of the start of their shift or as soon as practicable to allow time for Management to find adequate coverage for that shift.

Additional Information on Flex Time

- At the employees' Anniversary all unused Flex Time will automatically roll over to their accrual balance due to the Earned Sick Time Act requirement of carrying over all unused accruals.

- Any hourly employee who gives and works out their two-week schedule prior to separating from LADD may be eligible to be paid out any unused Flex Time.

- An employee who is removed from the schedule at LADD's discretion may not be paid any unused Flex Time.

- Employees who quit without a two-week notice are ineligible for payment of unused accumulated Flex Time pay and maybe ineligible for rehire.

- Employees separated from employment due to misconduct are ineligible for payment of unused accumulated Flex Time.