

## **SECTION 6 - FLEXITOUR FOR MANAGERS AND SUPERVISORS**

### **6.1     Coverage:**

These policies contained in this section apply to managers and supervisors only.

### **6.2     Definitions:**

- Deviation - a prior approved adjustment in arrival time, limited to one per pay period and annotated on the HUD-25012, Time and Attendance Record, as a "variance."
- Flexitour for Managers and Supervisors - a flexible alternative work schedule which permits managers and supervisors to differ their arrival time and work hours from the official business hours of the office. This flexible work schedule option permits managers and supervisors to select an arrival time between 7:00 a.m. and 9:30 a.m., *and does not allow one to vary arrival within one hour before or after the selected arrival time.*
- Official Business Hours - The period each day when a HUD Office is officially open for business. These hours are not less than 8 1/2 each day.

### **6.3     Standard Workweek.**

The standard workweek for Flexitour for managers and supervisors is Monday through Friday.

### **6.4     Arrival Times:**

Managers and supervisors on Flexitour must select an arrival time between 7:00 a.m. and 9:30 a.m., using form HUD-25017, Work Schedule Request. *Managers and supervisors may not vary arrival time within one hour prior to or after the selected arrival time.*

Managers and supervisors who do not request a flexitour, using the form HUD-25017, must adhere to a fixed schedule which corresponds to the local official business hours.

### **6.5     Arrival Time Deviation ("Variance"):**

In an emergency situation, at the request of the employee and at least one day in advance, the supervisor may approve a one day deviation (variance) from the fixed arrival time (one per pay period) without modification of the established work schedule, provided that the 8-hour work day requirement is met. The adjusted arrival time (variance) must be annotated in the designated space on the HUD-25012, Time and Attendance Record, for the corresponding pay period.

### **6.6     Credit Hours:**

Managers and supervisors are not eligible to earn credit hours.

**6.7**      Flexitour for Part-time Managers and Supervisors:

Each part-time employee must work the tour of duty specified by management. Any arrangements for a Flexitour work schedule for a part-time employee must be worked out between the supervisor and the employee in writing.