

University of Scranton
Staff Alternative Work Schedule Policy

I. Policy Statement

This policy defines and describes the na

IV. Website Addresses

to ensure

1. The staff member is responsible for maintaining the required number of hours worked and quality of performance. The staff member must be accessible to the supervisor and colleagues during the work hours as established by the alternative schedule.
2. The staff member's

XI. Appendix A:

The University of Scranton
Alternative Work Schedule Request

Part A: Employee Info

Part D: University Approvals

1. Supervisor _____ Date _____
Request: _____ Approved / Denied (_____)

2. Department Head (_____) _____ Date _____
Request: _____ Approved / Denied (_____)

3. Vice President _____ Date _____
Request: _____ Approved / Denied (_____)

4. Office of Human Resources _____ Date _____
Request: _____ Approved / Denied (_____)

HR Notes:
