

**TITLE: EMPLOYEE FLEX SCHEDULE POLICY**

90-DAY TRIAL ADOPTED: 04/04/2022 EXTENSION THROUGH: 06/30/2023

ACCEPT AND INCLUDE IN BLADEN COUNTY PERSONNEL POLICY: Effective July 1, 2023

APPROVED BY:   
Chair, Bladen County Board of Commissioners

  
County Manager

**Purpose:** A flexible work schedule is included in the established county work schedule, in an effort to meet the needs of Bladen County citizens and employees.

**Goal:** To provide a flexible work schedule that will be beneficial to employees of Bladen County without sacrificing the quality of services provided.

**Participation:** Participation in the flex schedule is voluntary, and will need to be coordinated with the department manager.

**Flex Schedule:**

Monday – Friday

The work week will include three (3) days at 9.50 hours and one (1) day at 9 hours. Each day includes a 30 minute lunch break.

Examples:

7:00 am – 5:00 pm (9.5 hours)

8:00 am – 6:00 pm (9.5 hours)

8:30 am – 6:00 pm (9.0 hours)

- **Sick and Annual Leave Time**

If sick or annual leave time is used during the flex schedule week, the appropriate leave must be taken.

Leave requests must be submitted to the employee's supervisor at least one week in advance.

- **Holidays**

The established county work schedule of 8:30 am – 5:00 pm will be utilized for weeks containing one or more holidays.

- **Inclement Weather**

The current inclement policy will be followed. Refer to the County website, Bladen County Personnel Policy, Adverse Weather Conditions Policy.

- **Other Issues**

Abuse of the flexible work schedule will be addressed by the supervisor, and may result in an employee losing the flexible schedule privilege.