

Timekeeping Guidelines-Flexible Schedules

PURPOSE

The purpose of this document is to define the Timekeeping Guidelines for the alternative work arrangements outlined below. Contact Human Resources to determine availability of work arrangements outside of these options.

- Flextime
- Compressed work week:
 - 9-80 Schedule (9-80)
 - 4-10 Schedule (4-10)
 - 3-12 Schedule (3-12/36 and 3-12/40)
- 7 days on, 7 days off schedule (7 on, 7 off)
- Reduced Work Schedule (Part-time)
- Job Sharing
- Remote and Hybrid Work

DEFINITIONS

Compressed Workweek: An Alternative Schedule that compresses a normal 40-hour workweek into less than 5 days. Examples of a compressed workweek include:

- 4-day workweek of 10-hour days (also called “4-10”);
- 3-day workweek of 12-hour days (also called “3-12”);
- 4 ½ -day workweek of four 9-hour days and one 4-hour day per week; and
- 9-day bi-weekly schedule of eight 9-hour days and one 8-hour day (also called “9-80”).

Flextime: An Alternative Schedule that provides flexible start and stop times within a shift surrounding core business hours (e.g., from 9:00 a.m. to 3:00 p.m. for day shift), when all employees must work. It has no specified number of workdays as long as the prescribed number of workweek hours (e.g., 40 for full-time employees) are worked. Flextime options include:

- Varied start and stop time: Employee works 40 hours per week but varies start and stop times on a daily basis. Work schedule is defined and approved prior to implementation.
- Fixed start and stop time: Employee works 40 hours per week with fixed start and stop times surrounding core business hours. Work schedule is defined and approved prior to implementation.

FTE - Full Time Equivalent – The total number of hours worked divided by the maximum number of compensable hours in a work year as defined by law. The work year is defined as 2,080 hours, therefore, one worker occupying a paid full-time job all year is defined as 1 (one) FTE. A part time employee working 20 hours/week is considered 0.5 FTE.

Exception Hours: Hours reported to Payroll as "not worked" (e.g., Paid Time Off (PTO), Extended Illness Bank (EIB), Reduced Salary Paid Leave (RPL), holidays, and any other leaves of absence - paid or unpaid).

Exempt Employee: Exempt (e) - A regular or temporary employee who is not covered by the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). Exempt (s or t) – Employees identified as FLSA Exempt (s or t) but who are paid additional compensation for hours worked beyond their usual full-time schedule based on market practices and MD Anderson business needs. Refer to: [Overtime Policy \(UTMDACC Institutional Policy # ADM0245\)](#), [Compensatory Time Policy \(UTMDACC Institutional Policy # ADM0246\)](#), and the [Employee Work Week and Classification Policy \(UTMDACC Institutional Policy # ADM0250\)](#).

Timekeeping Guidelines

Job Sharing: Alternative work arrangement that allows two employees, each working in a part-time capacity to share the responsibilities of one full-time position. Employees arrange work hours and time off to ensure coverage.

Nonexempt Employee: A regular or temporary employee who is covered by the Fair Labor Standards Act (FLSA). Nonexempt (n) employees must be paid overtime for hours worked over 40 hours in a designated workweek. Refer to: [Overtime Policy \(UTMDACC Institutional Policy # ADM0245\)](#) and the [Employee Work Week and Classification Policy \(UTMDACC Institutional Policy # ADM0250\)](#).

Reduced Work Schedule: Part-time schedule that allows an employee to work less than 40 hours per week. Benefits are pro-rated. Refer to [Employee Work Week and Classification Policy \(UTMDACC Institutional Policy # ADM0250\)](#).

Scheduled Hours: The number of hours an employee is scheduled to work per week.

Work Week: Begins at 12:00:01 a.m. Sunday morning and ends at 12:00:00 midnight Saturday night.

FLEXTIME (FLEXIBLE START AND STOP TIMES)

Definition:

- Employee is scheduled to work 40 hours per week but varies start and stop times on a daily basis.
- Employee is scheduled to work 40 hours per week with fixed start and stop times surrounding core business hours.

Varied Start/Stop Example	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Start	off	8:00	9:00	7:00	8:00	7:30	off
Stop	off	5:00	6:00	4:00	5:00	4:30	off
Scheduled Hours	0	8 hours	8 hours	8 hours	8 hours	8 hours	0

Fixed Start/Stop Example	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Start	off	6:30	6:30	6:30	6:30	6:30	off
Stop	off	3:30	3:30	3:30	3:30	3:30	off
Scheduled Hours	0	8 hours	8 hours	8 hours	8 hours	8 hours	0

Implications for Exempt Employees: None
 Implications for Nonexempt Employees: None
 Implications for Timekeeping: None

Timekeeping Guidelines

9-80 SCHEDULE

Definition:

- Employee is scheduled to work (8) 9-hour days and (1) 8-hour day.
- Employee has one day off during recurring two-week period. Day off can occur any day during two-week period. Recommend establishing a fixed day during each two-week period (e.g., alternate Fridays).
- Work schedule does not change during the week for observance of holiday or PTO.
- Nonexempt employees are not eligible to participate in the 9-80 work schedule due to the work week definition of 40 scheduled hours beginning Sunday and ending on Saturday.

Week 1	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Scheduled Hours	0	9	9	9	9	8	0

Week 2	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Scheduled Hours	0	9	9	9	9	0	0

9-80 Schedule Exempt Employee - Holiday Example

Week 1	Sun	Mon (Holiday)	Tues	Wed	Thurs	Fri	Sat
Scheduled / Coded	0	9/8	9	9	9	8	0

Week 2	Sun	Mon	Tues	Wed	Thurs	Fri (Holiday)	Sat
Scheduled / Coded	0	9	9	9	9	0/8	0

- If holiday occurs on a scheduled workday, employee observes the holiday and receives 8 hours of holiday pay. Employee is paid for full pay period and not required to make up the one-hour difference.
- If holiday occurs on a scheduled day off, employee observes their scheduled day off and receives 8 hours of Earned Holiday Time to be used within a 12-month period.
- If employee works the holiday, refer to the [Leave Guide](#).

9-80 Schedule Exempt Employee - PTO Example

Week 1	Sun	Mon (PTO)	Tues (PTO)	Wed (PTO)	Thurs (PTO)	Fri (PTO)	Sat
Scheduled Hours	0	9	9	9	9	8	0

Week 2	Sun	Mon (PTO)	Tues (PTO)	Wed (PTO)	Thurs (PTO)	Fri	Sat
Scheduled Hours	0	9	9	9	9	0	0

- PTO taken during week 1 of 9/80 rotation is recorded as 44 hours of PTO.
- PTO taken during week 2 of 9/80 rotation is recorded as 36 hours of PTO.
- PTO taken on daily basis is recorded as either an 8-hour or 9-hour day based on scheduled workday.

Timekeeping Guidelines

4-10 SCHEDULE

Definition:

- Employee is scheduled to work (4) 10-hour days within work week.
- Work week is defined as 40 scheduled hours beginning Sunday and ending on Saturday.

Work week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Scheduled Hours	0	10	10	0	10	10	0

4-10 Schedule Nonexempt Employee - Holiday Example

Work week	Sun	Mon (Holiday)	Tues	Wed (Holiday)	Thurs	Fri	Sat
Scheduled / Coded	0	10/8	10	0/8	10	10	0

- If holiday occurs on scheduled work day, employee observes the holiday and receives 8 hours holiday pay. Remaining 2 hours are required to comply with 40-hour work week definition. Options include working 2 hours on alternate day(s), utilizing PTO or banked holiday (Earned Holiday Time).
- If holiday occurs on scheduled day off, employee observes their scheduled day off and receives 8 hours of Earned Holiday Time to be used within a 12-month period.
- If holiday is worked, refer to the [Leave Guide](#).

4-10 Schedule Exempt Employee - Holiday Example

Work week	Sun	Mon (Holiday)	Tues	Wed	Thurs	Fri	Sat
Scheduled / Coded	0	10/8	10	10	10	0	0

- If holiday occurs on scheduled work day, employee observes the holiday and receives 8 hours of holiday pay. Employee is paid for the full pay period and not required to make up the two-hour difference.
- If holiday occurs on scheduled day off, employee observes their scheduled day off and receives 8 hours of Earned Holiday Time to be used within a 12-month period.
- If holiday is worked, refer to the [Leave Guide](#).

4-10 Schedule Exempt and Nonexempt Employee - PTO Example

Work week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Scheduled Hours	0	10	10	10	10	0	0

- PTO taken during 4-10 work week is recorded as 10 hours of PTO per day.

Timekeeping Guidelines

3-12/36 SCHEDULE

Definition:

- Employee is scheduled to work (3) 12-hour shifts during work week.
- Work week defined as 36 scheduled hours beginning Sunday and ending on Saturday.

Work week Example	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Scheduled Hours	12	0	0	0	0	12	12

3-12/36 Schedule Nonexempt Employee - Holiday Example

Work week	Sun	Mon (Holiday)	Tues	Wed	Thurs	Fri (Holiday)	Sat
Scheduled / Coded	12	0/8	0	0	0	12/8	12

- If holiday occurs on scheduled 12-hour work day, employee observes the holiday and receives holiday pay based on FTE status. Remaining hours are required to comply with scheduled work week definition. Options include working additional hours on alternate day(s), utilizing PTO or banked holiday (Earned Holiday Time).
- If holiday occurs on scheduled 8-hour workday, employee observes the holiday and receives holiday pay based on FTE status.
- If holiday occurs on scheduled day off, employee observes their scheduled day off and receives Earned Holiday Time based on FTE status to be used within a 12-month period.
- If holiday is worked, refer to the [Leave Guide](#).

3-12/36 Schedule Exempt Employee - Holiday Example

Work week	Sun	Mon (Holiday)	Tues	Wed	Thurs	Fri (Holiday)	Sat
Scheduled / Coded	12	0/8	0	0	0	12/8	12

- If holiday occurs on scheduled work day, employee observes the holiday and receives holiday pay based on FTE status. Employee is paid for the full pay period and not required to make up the difference.
- If holiday occurs on scheduled day off, employee observes their scheduled day off and receives Earned Holiday Time based on FTE status to be used within a 12-month period.
- If holiday is worked, refer to the [Leave Guide](#).

3-12/36 Schedule Exempt or Nonexempt Employee - PTO Example

Work week	Sun	Mon	Tues	Wed	Thurs	Fri (PTO)	Sat
Scheduled Hours	12	0	0	0	0	12	12

- PTO taken in a 1-day increment is recorded as 12 hours PTO.

Timekeeping Guidelines

3-12/40 SCHEDULE

Definition:

- Work week defined as 40 scheduled hours during period beginning 12:00:01 a.m. Sunday and ending on Saturday at 12:00:00 midnight.
- Employee is scheduled to work (3) 12-hour shifts and (1) 4-hour shift during work week or any combination of 40 total hours within the work week.

Work week Example	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Scheduled Hours	12	4	0	0	0	12	12

3-12/40 Schedule Nonexempt Employee - Holiday Example

Work week	Sun	Mon (Holiday)	Tues	Wed	Thurs	Fri (Holiday)	Sat
Scheduled/Coded	12	4/8	0	0	0	12/8	12

- If holiday occurs on scheduled 12-hour work day, employee observes the holiday and receives 8 hours of holiday pay. Remaining 4 hours are required to comply with 40-hour work week definition. Options include working 4 hours on alternate day(s) or utilizing PTO or banked holiday (Earned Holiday Time).
- If holiday occurs on a scheduled work day, employee observes the holiday and receives equivalent number of scheduled hours of holiday pay (up to a maximum of 8 hours).
- If holiday occurs on scheduled day off, employee observes their scheduled day off and receives 8 hours of Earned Holiday Time to be used within a 12-month period.
- If holiday is worked, refer to the [Leave Guide](#).

3-12/40 Schedule Exempt Employee - Holiday Example

Work week	Sun	Mon (Holiday)	Tues	Wed	Thurs	Fri (Holiday)	Sat
Scheduled/Coded	12	4/8	0	0	0	12/8	12

- If holiday occurs on scheduled 12-hour work day, employee observes the holiday and receives 8 hours of holiday pay. Employee is paid for the full pay period and not required to make up the difference.
- If holiday occurs on scheduled 4-hour work day, employee observes the holiday and receives 4 hours of holiday pay.
- If holiday occurs on scheduled day off, employee observes their scheduled day off and receives 8 hours of Earned Holiday Time to be used within a 12-month period.
- If holiday is worked, refer to the [Leave Guide](#).

3-12/40 Schedule Exempt or Nonexempt Employee - PTO Example

Work week	Sun	Mon (PTO)	Tues	Wed	Thurs	Fri (PTO)	Sat
Scheduled Hours	12	4	0	0	0	12	12

- PTO taken on scheduled 12-hour work day is recorded as 12 hours PTO.
- PTO taken on scheduled 4-hour work day is recorded as 4 hours of PTO.

Timekeeping Guidelines

7 on, 7 off SCHEDULE

Definition:

- Employee is scheduled to work 80 hours within a one-week period for 7 days on and 7 days off.
- Exempt employees use manual tracking system.
- Nonexempt employees are not eligible to participate in the 7 on, 7 off work schedule due to the definition of the work week as 40 scheduled hours beginning Sunday and ending on Saturday.

Week 1 Example	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Scheduled Hours	11	12	12	12	11	11	11

Week 2 Example	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Scheduled Hours	0	0	0	0	0	0	0

7 on, 7 off Schedule Exempt Employee - Holiday or PTO Week Example:

Week 1	Sun	Mon (Holiday)	Tues	Wed	Thurs	Fri	Sat
Scheduled / Coded	11	11/8	12	12	12	11	11

Week 2	Sun	Mon (Holiday)	Tues	Wed	Thurs	Fri	Sat
Scheduled / Coded	0	0/8	0	0	0	0	0

- If holiday occurs on scheduled work day, employee observes the holiday and receives 8 hours of holiday pay. Employee is paid for the full pay period and not required to make up the difference.
- If holiday occurs on scheduled day off, employee observes their scheduled day off and receives 8 hours of Earned Holiday Time to be used within a 12-month period.
- If holiday is worked, refer to the [Leave Guide](#).
- PTO taken on scheduled work day is recorded as equivalent hours of PTO (e.g. 12-hour work day is coded as 12 hours of PTO).
- PTO taken during 80-hour workweek is recorded as 80 hours of PTO.

REDUCED WORK SCHEDULE (PART-TIME SCHEDULE)

Definition:

- Employees required to work a minimum of 20-hours per week to be eligible for PTO or holiday pay.
- Hours of holiday entitlement and PTO accrual for part-time employees are proportionate to their FTE status.
- Refer to [Employee Work Week and Classification Policy \(UTMDACC Institutional Policy # ADM0250\)](#) for guidelines regarding exempt employees.

Work Week Example	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Scheduled Hours	0	6	6	6	6	6	0

Timekeeping Guidelines

REDUCED WORK SCHEDULE (PART-TIME SCHEDULE)

Reduced Work Schedule (Part-Time) - PTO and Holiday Examples

Work Week	Sun	Mon (Holiday)	Tues	Wed	Thurs (PTO)	Fri	Sat
Scheduled Hours	0	6	6	6	6	6	0

- If holiday occurs on scheduled work day, employee observes the holiday and receives holiday pay hours proportionate to FTE status.
- If holiday falls on scheduled day off, employee observes their scheduled day off and receives Earned Holiday Time hours proportionate to FTE status to be used within a 12-month period.
- If holiday is worked, refer to the [Leave Guide](#).
- PTO taken on scheduled work day is recorded as the equivalent number of scheduled hours.

JOB SHARING SCHEDULE

Definition:

- 2 employees share responsibility for 1 position.
- Hours may vary from week to week.

Employee 1 Example	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Scheduled Hours	0	8	8	4	0	0	0

Employee 2 Example	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Scheduled Hours	0	0	0	4	8	8	0

Job-Share Schedule – PTO and Holiday Guidelines

Employee 1 or 2	Sun	Mon (Holiday)	Tues	Wed (PTO)	Thurs	Fri	Sat
Scheduled Hours	0	8	8	4	0	0	0

- Employees are required to work a minimum of 20-hours per week to be eligible for PTO or holiday pay.
- If holiday occurs on scheduled work day, employee observes the holiday and receives holiday pay hours proportionate to FTE status.
- If holiday falls on a scheduled day off, employee observes their scheduled day off and receives Earned Holiday Time proportionate to FTE status to be used within a 12-month period.
- If holiday is worked, refer to the [Leave Guide](#).
- PTO taken on scheduled work day is recorded as the equivalent number of work hours scheduled.

Timekeeping Guidelines

REMOTE and HYBRID SCHEDULE

Definition:

- Employee works schedule per departmental guidelines from an alternative location that is within the state of Texas.
- Remote or hybrid working employees are eligible to participate in an alternative schedule.

Nonexempt personnel

- Required to report time worked through approved institutional web-stamping system.
- Must comply with all Institutional policies.
- Refer to specific alternative schedule for holiday coding requirements.
- Refer to specific alternative schedule for PTO coding requirements.
- State law prohibits banking holiday compensatory time at any location other than on property owned or under the control of MD Anderson. Refer to [Leave Guide](#) for holiday banking provisions.
- Eligibility for overtime and Shift Differential require prior authorization and must be documented in the departmental agreement.

Exempt personnel

- Required to report to timekeeper for exception hours coding.
- Must comply with all Institutional policies.
- Refer to specific alternative schedule for holiday coding requirements.
- Refer to specific alternative schedule for PTO coding requirements.
- State law prohibits banking holiday compensatory time at any location other than on property owned or under the control of MD Anderson. Refer to [Leave Guide](#) for holiday banking provisions.

REFERENCES

[Attendance Policy \(UTMDACC Institutional Policy # ADM0289\).](#)

[Compensatory Time Policy \(UTMDACC Institutional Policy # ADM0246\).](#)

[Employee Work Week and Classification Policy \(UTMDACC Institutional Policy # ADM0250\).](#)

[Leave Guide.](#)

[Overtime Policy \(UTMDACC Institutional Policy # ADM0245\).](#)

[Shift Differential Policy \(UTMDACC Institutional Policy # ADM0247\).](#)