

## Flex-Time

Type of Flexibility	Current SEDL policy
<b>Flex-Time</b>	
<b>Traditional Flex-Time:</b> Allows employees to select their starting and quitting times within a range of hours surrounding core-operating hours	Yes 9 am – 4 pm core Alternate Working Hours
<b>Daily Flex-Time:</b> Allows employees to select their starting and quitting times within a range of hours, typically surrounding core-operating hours, on a daily basis	Yes 9 am – 4 pm core Approved in advance Could work through lunch on occasion
<b>Compressed Work Week:</b> Enables employees to work their allotted hours over fewer days (e.g.; 10 hour days over 4 days, 80 hours over 9 days; summer hours – 4 day work week or half day Fridays)	No current SEDL policy
<b>Reduced Time</b>	
<b>Part-time work:</b> Working part days, five days per week or working full days, but fewer than five days per week	Yes
<b>Part-year work:</b> Working reduced hours on an annual basis, rather than a daily or weekly basis (e.g.; working full-time during the school year and then taking a block of time off during the summer)	Yes
<b>Flex-Leaves</b>	
<b>Time off during the workday to address personal and family issues:</b> Includes time off for anticipated or unanticipated issues.	Yes Personal Days or Vacation Leave In certain cases, Discretionary Time
<b>Time off for personal illness:</b> Allows employees paid time off when they are ill	Yes Sick Leave
<b>Paid time off to care for children:</b> Being allowed to take a few days off to care for a sick child without losing pay or without having to make up some other reason for one's absence	Yes Sick, Vacation, or Personal Leave FMLA (although may be without pay)
<b>Parental Leave:</b> Planned time off for mothers and fathers for the birth, adoption, or care of a foster child	Yes Sick, Vacation, or Personal Leave FMLA (although may be without pay)

<b>Flex-Careers</b>	
<b>Flex-Careers:</b> Includes multiple points for entry, exit, and re-entry over the course of one career or working life, including formal leaves and sabbaticals, as well as taking time out of the paid labor market, with the ability to re-enter.	Professional Development Awards
<b>Flex-Place</b>	
<b>Flex-Place:</b> Defined as working some or most of one's regularly scheduled hours at a location other than the main location of one's employer. It includes primary and occasional arrangements.	Yes Telecommuting (General and Specific)