

When it is in the best interest of the University, employee(s), or both, a Dean or Director may approve a request for a permanent non-standard workweek for one or more Staff employees. This approval authority may not be delegated lower than the dean/director level. A request for a non-standard workweek may be made by an employee, a group of employees, or a supervisor.

The approval of a non-standard workweek should not disrupt the university's or the organizational unit's regular hours of operations or hinder the university's ability to carry out its mission or services.

Requesting and Approving a Non-Standard Workweek for Staff Employees

An employee, group of employees, or a supervisor may request a non-standard workweek by submitting a written request through appropriate management channels to the Dean or Director. In the request, include the following information:

- Employee's name, position number, and class title (or position number and class title, if position is vacant);
- The schedule of the days and hours that constitute the workweek for the employee (this is necessary to determine overtime, and holiday time and pay, when applicable);
- When required by the Dean/Director:
 - justification for the request;
 - an explanation of how adequate coverage during normal hours of operation will be maintained;
and
 - a description of the contingency plan to be implemented in the event of unexpected absences.

Maintain a copy of the approval in the employee's departmental attendance and leave file. When the only change to the positions is the work schedule, make changes to the employee's Position Description through Careers@USF.

Once a position or group of positions in a work unit has been approved for a non-standard workweek, subsequent incumbents of these specific positions need not be approved for the non-standard workweek unless the approval of a different schedule is requested.