

<b>Policy: Work Schedule/Duty Hours</b>	<b>Number: 608.02</b>
<b>Date Revised: 01-05-09</b>	<b>Supersedes: H-04</b>
<b>Cross Reference: <i>Alabama Community College System Policy 608.02</i></b>	<b>Issued: 05-09-95</b>

All full-time instructors work 229 days per academic instructional year. All full-time staff work 260 days per academic instructional year. For complete listing of designated duty days and non-duty days, refer to the approved ISTC College calendar for the respective academic instructional year.

The standard work week begins on Sunday and ends on Saturday. The normal work week for all employees will be Monday through Friday on any respective week. A normal work day for ISTC faculty begins at 7:00 am and ends at 2:30 pm. A normal work day for ISTC staff begins at 7:00 am and ends at 3:30 pm. Adjustments in daily work hours should be made in writing through the *Flex Time Request Form* which must be submitted prior to the onset of the term requested. Compensatory time must be approved, in writing on the appropriate form, prior to its occurrence and will conform to ACCS Board of Trustees policies and procedures as well as the United States Department of Labor guidelines. Center/Facility Directors will also have responsibility for monitoring lunch breaks to ensure efficient operation at each location.

Anticipated absences should be reported to the immediate supervisor at least two weeks in advance of their occurrence if possible. Unanticipated absences should be called in, to the immediate supervisor for approval, by no later than 6:45 A.M, or as soon thereafter as possible, on the day of absence.

To ensure accurate leave and payroll records, any employee who is absent from work must complete an appropriate leave request in advance electronically, if possible, or not later than the end of the first day he/she returns to work.

Employees will be required to take leave if arriving at their duty station more than 15 minutes after their approved start of duty hour. This includes all employees on standard duty hour schedule and approved flex-time schedule. All non-faculty are required to be at their stations at such times as are designated by the Dean of Instruction, Dean of Students (Special Services Division), or their designees. Any employee leaving early must check in with his/her immediate supervisor prior to leaving. If the supervisor is not available, the employee must notify the Center/Facility Director or their designee at the time of departure.