



Alternative Schedule

What is an alternative work schedule?

An alternative work schedule is a scheduling arrangement that permits a variation from the employee's core hours in starting and departure times, but does not alter the total number of hours worked in a week.

What types of schedules are there?

The starting and departure times may be fixed and selected periodically for a specified period with the same numbers of hours worked per day. Or, the starting and departure times can vary daily with a personalized work schedule, where a staff member may arrive at work and leave at a different time each day, provided the same number of hours are worked each day. This window of time may vary by hours or minutes on either end of the day.

What are the benefits of an alternative work schedule arrangement?

Possible benefits include better office coverage, extended service hours, enhancement of staff morale, reduced tardiness and absenteeism, increased employee ability to better manage personal life, increased productivity because an employee may choose to work during their own peak times.

What considerations are there for negotiating this type of work schedule?

- Access to public transportation and dependent care options can often be a challenge. For access to dependent care resources, please contact [Work/Life](#). Information on [commuting options](#) is available from Commuter and Parking Services.
 - Scheduling of various flexible work requests to ensure office coverage.
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