



Flex@X Modified Schedule Worksheet

Under a modified schedule, an employee maintains the normal hours of work per week, but their start/end times may vary. Either select variable or set hours:

- ☐ Variable Hours
- ☐ Set Hours (complete the chart below)

Day	Arrival Time	Lunch Start	Lunch End	Departure Time	Daily Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
				Weekly Hours	

Notes:

- Regardless of schedule, employees are required to take lunch and breaks throughout the day. Lunch and breaks may not be combined to shorten the workday. Lunch breaks are 60 minutes for NSGEU-represented employees and at least 30 minutes (but normally 60 minutes) for Managerial and Professional Employees.
- Managers/supervisors are responsible for ensuring employees with variable hours are working their normal number of hours per week.
- Employees requesting a Compressed Work Week are only permitted to shorten their work week by one day (for example, five days can be shortened into four).