

# University of Scranton Staff Alternative Work Schedule Policy

## I. Policy Statement

This policy defines and describes the na

#### IV. Website Addresses

to ensure

1. The staff member is responsible for maintaining the required number of hours worked and quality of performance. The staff member must be accessible to the supervisor and colleagues during the work hours as established by the alternative schedule.
2. The staff member's

XI. Appendix A:

The University of Scranton  
Alternative Work Schedule Request

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*Part A: Employee Info*



Part D: University Approvals

1. Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Request: \_\_\_\_\_ Approved / Denied ( \_\_\_\_\_ )

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2. Department Head ( \_\_\_\_\_ ) \_\_\_\_\_ Date \_\_\_\_\_  
Request: \_\_\_\_\_ Approved / Denied ( \_\_\_\_\_ )

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3. Vice President \_\_\_\_\_ Date \_\_\_\_\_  
Request: \_\_\_\_\_ Approved / Denied ( \_\_\_\_\_ )

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4. Office of Human Resources \_\_\_\_\_ Date \_\_\_\_\_  
Request: \_\_\_\_\_ Approved / Denied ( \_\_\_\_\_ )

HR Notes:

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