

# TOWN OF ANNAPOLIS ROYAL POLICY

**Title:** Policy on Flex Hours

**Policy No.:**  
2005-1

**Supersedes:** N/A

**Effective Date:** February 3, 2005

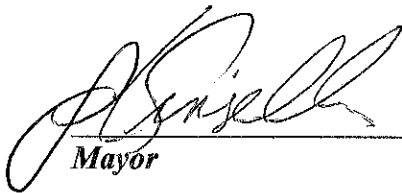
**Approval By Council Motion No.:** 8

## **Purpose:**

To allow staff the flexibility to work around appointments, etc.

## **Policy Statement:**

1. Staff may use their discretion to work through lunch, and to start work ½ hour early/late in exchange for taking time as required. For instance time could be taken on a Friday afternoon or when staff have appointments, etc.
2. This will be done in accordance with a schedule which does not include random time off.
3. The policy would not apply when the office would be short staffed as a result of scheduled meetings and/or vacations.
4. There will always be someone in the office from 8:30 a.m. to 4:30 p.m. daily. The schedule will rotate between the Director of Finance and the administrative staff reporting to this position.
5. The Director of Finance will be responsible for keeping track of lieu time and time taken off on a weekly basis.

  
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*Mayor*

*3 February 2005*  
\_\_\_\_\_  
*Date*

  
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*Chief Administrative Officer*

*February 3/05*  
\_\_\_\_\_  
*Date*