



Flexible Time Off Guidelines

A Flexible Time Off (FTO) benefit is designed to foster balance between responsibilities at work and home for employees. Our approach to time off remains flexible as long as employees are still able to perform their job functions normally, company business isn't disrupted, and guidelines are followed.

Employees Are Responsible for:

- Notifying their manager of any absence or tardiness before the start of the workday, or as soon as practicable of their need for leave. This procedure will be followed for each day the employee is unable to work.
- Submitting time off requests through ADP. All requests for time off will be subject to manager approval.
- Submitting the request for FTO as far in advance as possible, no later than 1 week in advance for FTO of 1 week or more, and no later than 24 hours in advance for FTO of less than 1 week.
- Including comments regarding the purpose for time off (e.g., sick, bereavement, jury duty, vacation, care of a family member, etc.).
- Making sure any work commitments or meetings are accounted for and/or rescheduled during their absence. This includes connecting with other team members to handle job duties and member expectations during the absence.
- Setting up out of office messages and including an alternate contact for assistance in their absence.

Additional Factors to Consider

- If an employee has FTO/FTU approved for a given week, and their timecard shows in excess of 40 hours, the FTO/FTU should be reduced or 'flexed' accordingly.
- Employees may not take more than 2 consecutive weeks of FTO, FTU, or a combination of the two. Additional continuous leave must be approved by a manager and will be unpaid.
- When new to a role or team, training and getting up to speed are primary focuses and should be taken into consideration when requesting time off.
- Time off needs can vary based on the phase of life someone is in. If employees find themselves regularly taking more unscheduled FTO than scheduled FTO based on their life needs at the time, their future scheduled FTO opportunities may be more limited in order to keep team time off needs balanced throughout the year.
- It is important for employees to carefully consider which scheduled FTO requests may be most valuable to them to request, as they may not all be approved.
- Some departments have specific time off guidelines for their teams in relation to time off requests surrounding holidays or scheduling during peak business times. Employees are encouraged visit with their manager for more information if this applies to their department.
- If employees have medical leave needs outside of FTO that may fall under job protected FMLA or ADA, hrbenefits@greenstate.org should be contacted as soon as possible to engage in further dialog.