

WORK SCHEDULES POLICY

Policy #	AD-102	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

1. Purpose

FBSU operations are planned on the basis of conducting its normal work during regular work schedules. This policy sets the rules and regulations governing attendance, short leaves, rest periods and holidays.

2. Definitions

2.1 N.A.

3. Policy

- 3.1 The number of work days for faculty members and administrative employees shall be five days a week: Sunday through Thursday. Friday and Saturday shall be the weekly rest with full pay.
- 3.2 The hours of work schedules for all Faculty and Administrative employees shall be 40 hours per week.
- 3.3 The University schedules its regular operation to allow its personnel a mid-day rest period and a weekly rest period *(See the related Rest Period guidelines)*.
- 3.4 The standard working hours of administrative employees shall be eight hours per day starting at 8:00 am and ending at 5:00 pm including an hour rest period.
- 3.5 The number of work days for service¹ employees shall be six days a week, eight hours per day or forty-eight hours per week, provided that the average working hours, when calculated for a period of three weeks or less, do not exceed eight hours per day or forty-eight hours per week.
- 3.6 During the month of Ramadan, the normal working hours during a work week are reduced from 40 to 30 hours (6 hours per day) for all Muslim employees.
- 3.8 Employees must be punctual and must toil their full work schedule.
- 3.9 If an employee is prevented from attending because of sickness, accident or any other reason, he/she are responsible to inform their supervisor on the day when such absence occurs.
- 3.10 In case of recurring tardiness or leaving the job early without permission, such employees will be subject to suitable disciplinary action which may include reduction in pay in proportion to the time lost.
- 3.11 FBSU may require its Employees to work in excess of the basic work schedule. Approval in advance must be secured before the individual starts overtime work *(See the related Overtime guideline)*.

¹ Service employees include but limited to Facilities, Security and Transportation employees

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4. Related Documents

- 4.1 Time Attendance Procedure (AD-102-P1)
- 4.2 Rest Periods Guideline (AD-102-G1).
- 4.3 Overtime Guideline (AD-102-G2).
- 4.4 Holidays Guideline (AD-102-G3).
- 4.5 Short Leave Request Form (AD-102-F1).
- 4.6 Request for Baby Feeding Hour (AD-102-F2).