



Division of Prevention and Behavioral Health Services
Department of Services for Children Youth and Their Families
State of Delaware

ADM 014		Employee Alternative Work Schedule	
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Purpose: The purpose of this policy is to support DSCYF alternative work schedule policy #306 and meet the needs of the Division of Prevention and Behavioral Health Services.

Applicability: This policy follows the eligibility guidelines of DSCYF Policy #306

Policy Statement:

1. An employee requesting an alternative work schedule shall follow the requirements outlined in DSCYF Policy #306.
2. Alternative Work Schedule requests from DPBHS employees shall address the following:
 - The schedule must cover a five day (M-F) work week,
 - The schedule must begin between the hours of 7:00 am to 8:30 am and end between the hours of 3:30 pm to 5:00 pm, totaling 7.5 hours/day,
 - The employee's work week must total 37.5 hours, and
 - The employee and supervisor have a specific plan in place to cover the employee's work while the employee is not present during the standard work day hours.
3. At any time the supervisor may require the employee to be available during standard work hours for specific time periods or discontinue the alternative work schedule for work related reasons or for failure to comply with the schedule.
4. Education leave outside of the parameters in this policy must be approved by the supervisor, unit director and division director.