

5 Steps to Flex Scheduling

Flex scheduling, or working a compressed work week, can be a great way to reduce the number of days per week which you need to commute at all!

Flex Scheduling Basics

- Flex schedules can take many forms, the most common ones are detailed below.
- Not all employees will be able to work a flex schedule, you will need to discuss your particular role with your supervisor.
- We hope you find the information below useful in guiding those conversations.

Step 1. Think about what kind of schedule you'd like to work

The two most common flex schedules are:

- » 9/80 Schedule – Each 2 week pay period, work 9 rather than 10 workdays. This means eight 9-hour days, one 8-hour day, and one workday off.
- » 4/10 Schedule – Each week work four 10-hour days and have one workday off.

In both the schedule formats above the day which you take off is usually fixed. For example, you might always take off Friday. Think about which day would work best for you. Other things to think about are your ideal start and end times, and coverage on your days-off of any responsibilities which you normally cover. Being prepared with this information can make step 2 much smoother.

Step 2. Talk to your Supervisor

Not all roles fit with a flex schedule, and while we encourage their uptake, because the County has so many different types of employees [it's policy around flex scheduling](#) is intentionally broad, leaving most of the details to individual Departments. Talk to your supervisor about if your role at the County would work with a Flex Schedule.

Step 3. Check in with HR

The paperwork around starting a flex schedule is usually very light, but you should check in with HR to make sure you don't miss anything.

Step 4. Start slowly and take breaks!

Ask your supervisor if you can have a few weeks to transition into your new schedule slowly. The extra hour or two on your days can feel long at first; try working an extra twenty, then forty minutes a few times before jumping right into adding an extra hour onto your day. And remember to take breaks! Moving around regularly is an important part of employee wellness, and can do a lot to help break up a long workday.

Step 5. Enjoy the extra days off!