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not allow it. These include:

- Laboratory Protection, where continuous post coverage is essential.
- Operation of certain machines, such as accelerators or computers, which must be used efficiently.
- Scientific experiments, in which experimental needs determine coverage requirements.

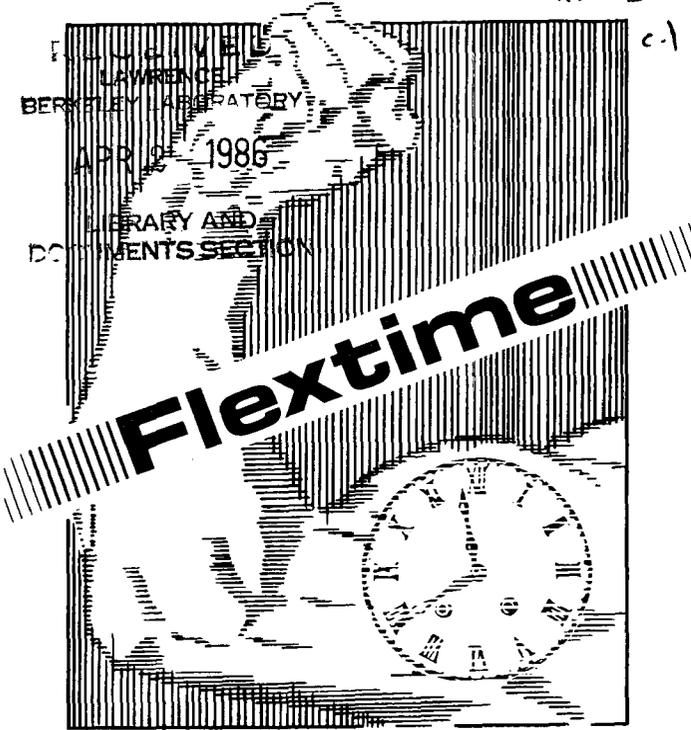
Prepared by the Personnel Department, based on Section 2.22E of the Regulations and Procedures manual.



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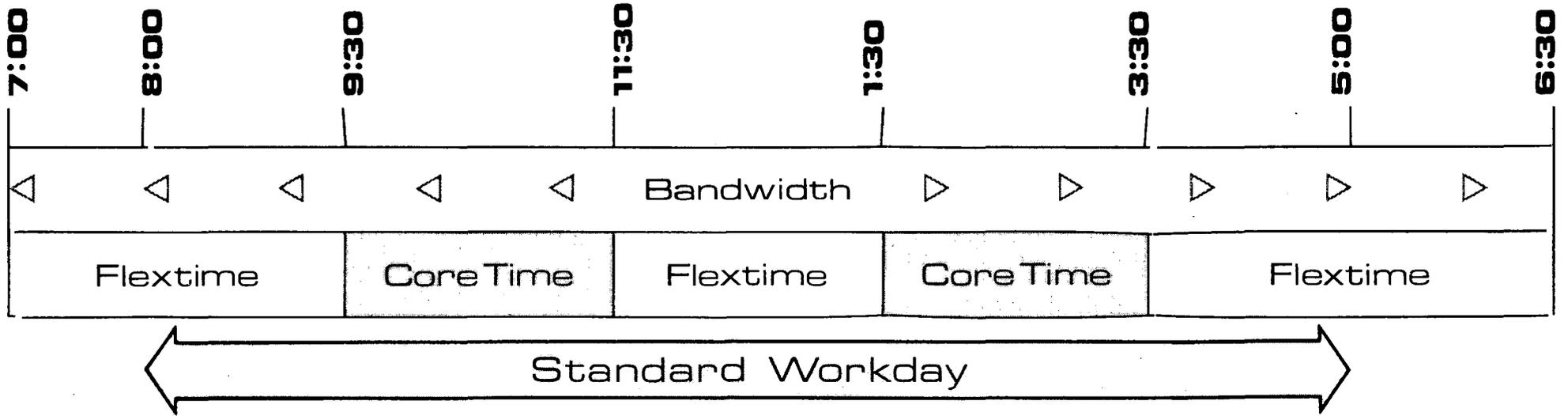
Pub 271/5M/Rev. 3/85

Prepared for the Department of Energy under Contract DE-AC03-76SF00098



at  
Lawrence  
Berkeley  
Laboratory

PUB-271-5M  
Rev 3



### What Is Flextime?

Flextime represents a process whereby employees and their supervisors develop work hour schedules that integrate the needs of the employee within the limits of job requirements.

### How Does Flextime Work At LBL?

Flextime at LBL is defined as follows:

**Bandwidth:** the time limits within which employees may normally schedule their work day (7:00 am – 6:30 pm)

**Standard workday:** the time during which the normal services and functions of a work unit must be available (8:00 am – 5:00 pm).

**Core time:** the times when employees are normally expected to be at work (9:30 am – 11:30 am and 1:30 pm – 3:30 pm).

**Work hours:** the amount of time an employee is expected to be on the job during a given time period. Employees who are paid hourly (“non-exempt” employees) are normally expected to work 8 hours per day. Those paid monthly (“exempt” employees) are normally expected to work 8 hours per day, 40 hours per week.

**Lunch break:** the amount of time an employee may be away from the job between the morning and afternoon “core times.” Minimum lunch break is 30 minutes, maximum is 2 hours.

### How Does Flextime Apply To Me?

Each unit has its own needs and functions. Your supervisor should ensure that you understand the essential tasks that must be accomplished at certain times during the day. Based on this understanding, the supervisor, working with the group, can then determine what coverage is needed. You are responsible for negotiating your work schedule with your supervisor, and others in the group, as appropriate.

### Are There Some LBL Employees Who May Not Use Flextime?

Yes, Flextime cannot be implemented in situations where the nature of work assignments does