

Personal Flex Time Guidelines

INTRODUCTION

The University of Arizona will implement a Furlough-Based Salary Program for fiscal year 2020-2021 in recognition of the extreme financial crisis resulting from the unprecedented impact of the COVID-19 pandemic. The Furlough-Based Salary Program will reduce salaries and provide a balance of paid **Personal Flex Time** (PFT) for participating employees.

PFT is paid time away from work when employees are not expected to work or perform job duties. Employees and supervisors are expected to work together and develop plans that provide employees the opportunity to use the PFT provided to them.

GENERAL

Employees will receive a balance of PFT at the beginning of the program in an amount that corresponds to the salary reduction they will be receiving (up to a maximum of 35 days). Executive administrators and coaches earning over \$300,000 annually will not receive PFT.

PFT is in addition to accrued vacation, sick, and compensatory time.

PFT is paid at the same rate as regular time, which will be at the rate of pay with the salary reduction applied.

PFT balances may be adjusted for employees with job changes and salaries.

Employees who move from a non-grant funded position (Furlough-Based Salary Program) to one that is grant funded will transition to the furlough program with the salary prior to the reduction. The salary reduction will be considered when calculating the number of furlough days expected for the remainder of the year. Unused PFT days will no longer be available.

PFT that is not used by the end date of the Furlough-Based Salary Program will be forfeited and will not be paid out. PFT is not paid out to employees on separation from employment.

USE OF FLEX TIME

PFT can be used beginning with the employee's effective date in the salary-based furlough program. PFT must be used by the last day of the employee's participation in the salary-based furlough program.

Supervisors are responsible for scheduling and approving PFT before it is taken. PFT can be requested in accordance with departmental procedures established for vacation and sick leave requests.

Employees may use PFT in place of compensatory time, sick time, or vacation time for any reason. Employees are not required to use vacation, sick, or compensatory time before flex time.

PFT may be taken in hourly as well as daily increments.

PFT cannot be used to extend an employee's termination date.

VIEWING AND RECORDING FLEX TIME

Employees can view their PFT balances in UAccess Employee.

Employees must report PFT on timesheets and supervisors must approve PFT. Time codes for reporting PFT on timesheets in UAccess are as follows:

- PFP - Personal Flex Time (Positive)
- FFPF - FML Personal Flex Time (Positive)
- PFE - Personal Flex Time (Exception)
- FPFE - FML Personal Flex Time (Exception)