

Flex-Time Procedures
Technical Staff – Compressed Work Hours (June to August)
Faculty of Engineering and Applied Science

Under the work-flex program of Memorial University, supervisors can approve requests for flexible working arrangements, such as flex-time and compressed work weeks. These procedures are not applicable to management / professional employees.

With the approval of the Unit Head, lab technologists may arrange a compressed work week schedule during the months of June, July and August, except weeks with statutory holidays.

- After the Unit Head establishes the summer lab schedule for courses, a written proposal may be submitted to the Unit Head for review and approval, provided that lab support and service are available in each of the labs throughout the entire week.
- At least one alternate technologist is available to support the lab(s) of an absent technologist including the capability to handle the lab's functional requirements.
- If faculty / staff / students need specific lab support of an individual or function on a particular workday(s) of a compressed work week, a request is submitted to the Unit Head, and communicated to the technologist, at least 2 working days in advance and the necessary individual will be arranged.

These above procedures are subject to future changes. Other requests that involve recurring ongoing work-flex arrangements can be submitted in the form of a written proposal and approved by the supervisor. Individual one-time or short-term work-flex requests can be approved by the supervisor without a written proposal.

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