




Indiana
Department
of
Health



Policies and Procedures

Title: Work Schedules Policy	Policy #: IDOH-COS-HR-2
Scope: <input type="checkbox"/> All Staff <input checked="" type="checkbox"/> Limited Staff: state employees only	Approvals:  _____ Lindsay M. Weaver, MD, FACEG
Effective dates: 01-Jul-25 to 31-Jul-28	_____ 8/12/25 Date

Purpose

To establish a unified and comprehensive approach to: (1) offering employees the opportunity to request alternate or adjusted work schedules; (2) ensuring that work schedules are consistent with sound business practices and operational needs; and (3) appropriately and uniformly applying and managing this Policy and alternate or adjusted work schedules with respect to all employees within a Commission, Division, or Program. This Policy enables the Indiana Department of Health to be more competitive in attracting and retaining employees while meeting operational needs and maximizing customer service.

Definitions

Senior Leadership: Direct reports of the State Health Commissioner

Overtime Eligible (non-exempt) Employee: An employee covered by the overtime pay provisions of the Fair Labor Standards Act and/or applicable state rules and policies on premium overtime pay. Overtime Eligible Employees may not work more than 40 hours per week or 75 hours in a pay period without advance authorization from Agency Leadership.

Overtime Exempt Employee: An employee not covered by the overtime pay provisions of the Fair Labor Standards Act and/or applicable state rules and policies on premium overtime pay.



Policy Statement

Employees, Agency Management, and Senior Leadership shall adhere to this Policy as applicable, when offering, requesting, approving, denying, and applying flexible scheduling options. The processes outlined herein shall guide all aspects of alternate and adjusted work schedules not already addressed by the State Personnel Director and/or the State Budget Agency. For questions regarding remote work options, reference the state of Indiana's [Remote Work policy](#) and the agency-specific [Remote Work Procedures](#).

Employees must request and receive approval of an alternate and adjusted work schedule in advance through immediate supervisors. This Policy, and any additional procedures must be applied to all Employees within a Commission/Division/Program and enforced consistently and uniformly. Supervisors who approve improper requests and employees who work improper schedules may be subject to discipline.

Participation in an alternate and adjusted work schedule is a privilege and not a right. Senior Leadership and Agency Management reserve the right at any time to deny or revoke an employee's participation in an alternate or adjusted work schedule and may revise or withdraw this Policy at any time.

Attendance and Unauthorized Leave

Punctual and regular attendance is an essential responsibility of each employee. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and shall be avoided without advance approval. For non-field employees, reported work time begins when the employee arrives to the assigned workstation and ends when the employee leaves the assigned workstation for the day unless otherwise approved by prescribed travel policies and/or advance approval from supervisor. Accurate time reporting and approvals are required.

Each employee has the responsibility to ensure sufficient accrued leave to cover absences from work. When an employee is absent from work and does not have sufficient accrued leave to cover the absence, or when an employee fails to follow prescribed procedures for obtaining approval to use accrued leave, the employee may be assessed unauthorized leave and lost time. Unauthorized leave may be cause for disciplinary action up to and including termination of employment. Barring unforeseen circumstances, proper notification shall consist of an employee request to their direct supervisor (or designee) as prescribed by the relevant [Indiana State Personnel Department Standardized Policies](#). Supervisors are responsible for ensuring that leave is requested in accordance with prescribed procedures, that



unauthorized leave/lost time is assessed where appropriate, and that any necessary corrective action is initiated in a timely manner.

Work Schedule Options

The Indiana Department of Health offices shall, at a minimum, remain open to the public during business hours, defined as 8:15am to 4:45pm, Eastern Standard Time, Monday through Friday. Agency Management is responsible for ensuring adequate coverage during all business hours.

An employee's assigned hours of work are defined by Agency Management at or before the employee's date of hire and are assumed permanent until/unless a temporary adjusted work schedule or permanent alternate work schedule is requested and approved. All work schedules require employees to adhere to the [Hours of Work and Overtime Policy and Procedures](#) and to work a total of 75 hours in a bi-weekly pay period, unless otherwise authorized by the State Personnel Director and State Budget Agency. The following options require advanced authorization.

[Adjusted Work Schedules](#) (<< click for examples)

Adjusted work schedules do not change the total number of hours worked during a two (2) week pay period and may be requested to fulfill a temporary need by employees.

- [Overtime Eligible Employees](#) may only adjust their work schedule within the calendar week for which the request was made.
- [Exempt Employees](#) may only adjust their work schedule within the 2-week pay period for which the request was made.

[Alternate Work Schedules](#) (<< click for examples)

Fixed Flexible Work Schedule - Alternate work schedule that includes 75 hours worked in ten (10) days during a two (2) week pay period and allows employees to consistently arrive earlier or leave later than the established business hours an. If approved, this work schedule must begin at the start of a pay period.

Compressed Work Schedule - Alternate work schedule that includes a total of 75 hours worked in less than ten (10) workdays during a two (2) week pay period. These options can vary greatly but once set, they must be consistently worked. If approved, this work schedule must begin at the start of a pay period.

- To use accrued leave, the number of hours scheduled must be coded unless an Adjusted Work Schedule is also pre-approved.
- Holiday pay will never exceed 7.5 hours and must be coded as 7.5 hours regardless of work schedule. If a holiday falls within the pay period, the employee should revert to a standard work schedule (7.5 hours per day) for the week and/or the pay period, depending on schedule, unless the employee's supervisor pre-approves a different schedule. It is imperative that the employee



and supervisor discuss alternate arrangements if not reverting to a standard work schedule in advance of the holiday pay period to avoid payroll discrepancies. Employees are permitted to request use of appropriate accrued leave if holiday does not fall on normal "off" day.

Procedures and Responsibilities

Employees shall:

- Complete the [Alternate Work Schedule Request Form](#), send to immediate supervisor for review, and await decision before making changes.
- Provide advanced notice to supervisor, co-workers, or customers of operational needs that are to occur outside of approved work schedule to ensure these needs are met.

Supervisors and/or Agency Management shall:

- Approve or deny each submitted Alternate Work Schedule Request Form, send to the next level manager/director for review, and ensure decisions are discussed timely with employee.
- Forms shall be filed and maintained in the employee's fact file; a copy provided to employee.
- Take action, to include discipline when appropriate, upon failure of employees to abide by assigned work schedules and/or the requirements of this and other related Policies.
- Ensure employee accurately records hours in PeopleSoft Time and Labor. Failure to make reasonable efforts with this may result in disciplinary action.
- Determine whether an adjusted work schedule or alternate means for satisfying operational needs can be found when such needs occur on an employee's scheduled day off.

Senior Leadership or designee shall:

- Approve/deny Alternate Work Schedule Request Forms in accordance with this Policy and share decision with manager, supervisor, and/or employee.
- Take action, to include discipline when appropriate, upon failure of employees or supervisors to abide by, manage, or enforce assigned work schedules and/or the requirements of this and other related Policies.

Legal Authorities and References

Laws:

- IC 4-1-2-1: State employees; working day; holidays; state library
- IC 4-15-2.2-10: State civil service
- IC 4-15-2.2-15: Duties of director



- IC 4-15-2.2-39: Rules governing hours of work and leave of absence
- Fair Labor Standards Act (FLSA) 29 U.S.C. 2001et seq.

Regulations:

- 31 IAC 5-7: Hours and Overtime
- 31 IAC 5-8: Leaves
- 29 C.F.R. 541, 553, 778, 785, 790: FLSA

Related Policies:

- [INSPD Standardized Policies](#): Hours of Work & Overtime; Holiday; Leaves; Remote Work
- [SBA Financial Management Circulars](#): Compensatory Time Off for Overtime Exempt Employees

Forms

Alternative Work Schedule Request Form ([Word](#)/[PDF](#))