



Mike Braun
Governor

Lindsay M. Weaver, MD, FACEP
State Health Commissioner

IDOH WORK SCHEDULES POLICY EXAMPLES

Examples are not all inclusive. Refer to Policy for definitions and details. Contact Human Resources with questions.

STANDARD WORK SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Week 1	8:00a – 4:30p	8:00a – 4:30p	8:00a – 4:30p	8:00a – 4:30p	8:00a – 4:30p	37.5*
Week 2	8:00a – 4:30p	8:00a – 4:30p	8:00a – 4:30p	8:00a – 4:30p	8:00a – 4:30p	37.5*

*assumes one hour lunch each workday

ADJUSTED WORK SCHEDULE

Overtime Eligible Employees:

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Week 1	8:00a – 2:30p	8:00a – 5:00p	8:00a – 5:00p	8:00a – 5:00p	8:00a – 5:00p	37.5*
Week 2	8:00a – 4:30p	8:00a – 4:30p	8:00a – 4:30p	8:00a – 4:30p	8:00a – 4:30p	37.5*

*assumes one hour lunch each workday

Exempt Employees:

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Week 1	8:00a – 10:30a	8:00a – 6:00p	8:00a – 5:30p	8:00a – 4:30p	8:00a – 4:30p	35*
Week 2	8:00a – 5:30p	8:00a – 5:30p	8:00a – 5:00p	8:00a – 4:30p	8:00a – 4:30p	40*

*assumes one hour lunch each workday, except the first Monday with short work hours

ALTERNATE WORK SCHEDULES

Fixed Flexible Work Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Week 1	9:30a – 6:00p	9:30a – 6:00p	9:30a – 6:00p	9:30a – 6:00p	9:30a – 6:00p	37.5*
Week 2	9:30a – 6:00p	9:30a – 6:00p	9:30a – 6:00p	9:30a – 6:00p	9:30a – 6:00p	37.5*

*assumes one hour lunch each workday

To **promote**, **protect**, and **improve** the health and safety of all Hoosiers.

2 North Meridian Street • Indianapolis, Indiana 46204 • 317-233-1325 • health.in.gov

An equal opportunity employer.

The Indiana Department of Health is accredited by the Public Health Accreditation Board.



8-day Compressed Schedule (without a holiday)

NO HOLIDAY	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Week 1	7:30a – 5:30p	7:30a – 5:30p	7:30a – 5:30p	7:30a – 5:00p	Off	37.5*
Week 2	7:30a – 5:30p	7:30a – 5:30p	7:30a – 5:30p	7:30a – 5:00p	Off	37.5*

*assumes 30 minute lunch each workday

8-day Compressed Schedule (with a holiday)

HOLIDAY	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Week 1	7:30a – 5:30p	7:30a – 5:30p	7:30a – 5:30p	7:30a – 5:00p	Off	37.5*
Week 2	8:00a – 4:30p	Holiday	8:00a – 4:30p	8:00a – 4:30p	8:00a – 4:30p**	37.5*

*assumes 30 min lunch each workday during Week 1 and one hour lunch each workday during Week 2

**Eligible Employee is expected to work on normal "off" day or request use of relevant accrued leave.

9-day Compressed Schedule (without a holiday)

NO HOLIDAY	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Week 1	8:00a – 4:30p	8:00a – 4:30p	8:00a – 4:30p	8:00a – 4:30p	8:00a – 4:30p	37.5*
Week 2	Off	7:30a – 5:30p	7:30a – 5:30p	7:30a – 5:30p	7:30a – 5:00p	37.5*

*assumes one hour lunch each workday during Week 1 and 30 min lunch each workday during Week 2

9-day Compressed Schedule (with a holiday)

HOLIDAY	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours
Week 1	8:00a – 4:30p	8:00a – 4:30p	8:00a – 4:30p	8:00a – 4:30p	8:00a – 4:30p	37.5*
Week 2	8:00a – 4:30p**	Holiday	8:00a – 4:30p	8:00a – 4:30p	8:00a – 4:30p	37.5*

*assumes one hour lunch each workday

**Eligible Employee is expected to work on normal "off" day or request use of appropriate accrued leave.