

Effective Date: November 2020
Previous Version: None
Policy Owner: Chief Human Resources Officer
Approved by: President
Approval Date: 11/1/2020

FLEXIBLE WORK SCHEDULE (FLEX TIME)

Executive Staff may work on their own schedule and from any location, as well as take time off at any time and for any reason, provided that this does not in any way negatively affect the quality of their work or the work of other NewU team members, and does not delay any work or work deliverables of importance to NewU. At times and with reasonable notice, The President may ask any Executive Staff to temporarily pause or altogether discontinue their time off. If the President requires it, Executive Staff must either return to their workstation or perform tasks on a timeline set by the President at any time. Executive Staff are required to notify in writing and with reasonable notice both the President and the HR office of any upcoming time off or location change which is expected to last for more than 3 (three) days.

Any team member who is eligible for Flex Time is automatically ineligible for Paid Time Off and for Personal Days.

A flextime arrangement may be suspended or cancelled at any time.

[End]