

**DHEC ADMINISTRATIVE POLICY MANUAL
COMMISSIONER'S OFFICE**

Subject: Variable Work Hours

Laws/Regulations: Laws: None
Regulations: State Budget and Control Board, Office of Human Resources
Regulation 19-707.01

Policy Statement: The appropriate Deputy Commissioner, District Health Director or separate Office Director is authorized to vary the work hours of employees on a fixed scheduled basis. The authorization for variable work hours is valid only where adequate personnel are available to provide continuous office coverage during work hours of operation required by law: 8:30 a.m. to 5:00 p.m. except on holidays fixed by law. Variable work hours are encouraged to help protect ambient air quality.

Rules:

1. The daily work schedule must allow at least one-half hour for lunch unless an emergency or extreme work demands preclude a lunch break. Two fifteen (15) minute work breaks a day are allowable, workloads permitting.
2. The appropriate Deputy Commissioner, District Health Director or separate Office Director must assure that each full-time employee works a minimum of thirty-seven and one-half hours per week or a total of 75 hours in a two week period.
3. Agency employees are subject to duty on a 24-hour basis during periods of emergency or critical needs.
4. Employees are expected to observe scheduled work hours. Continuous failure to report to work promptly or observe other work hour requirements may be cause for disciplinary action.
5. Arrangements for absence from work must be made with the supervisor in advance of the time requested. If an employee is unavoidably detained or cannot report to work because of illness, the employee must notify the supervisor immediately on a daily basis unless there were other arrangements made between the supervisor and employee.