Alternative Work Arrangements are a privilege and not an entitlement. Your schedule is subject to change based on the needs of the job, your team, Information Services or the Business School.

The following are general requirements for Information Services employees working under AWA. These requirements are in addition to requirements set forth in the following: Emory AWA Provisions Emory AWA Compressed Work Week and Telecommuting Principles.

All AWA employees
An Alternative Work Schedule Agreement must be completed and signed by your immediate supervisor and then approved by the Associate Dean for the covered time period.

Personal appointments should be made on days off or after work hours.

Mondays are not options for off days. The only exception to this is for those working on Saturday of that week.

In weeks where there is a weekday holiday, work schedules revert to 8x5.

You are required to be here for department meetings, scheduled training and other required meetings.

Everyone is required to be here on days requiring “all hands on deck”. Typically, these include, but are not limited to, the first day of classes, orientation days and occasional large scale events.

Your immediate supervisor may modify your work arrangement based on team/department workload, and deadlines as well as vacation schedules for other team/department members.

If you request a change or exception, it must be documented (email is acceptable) and approved by your immediate supervisor. At least 24 hours advance notice is required. You are responsible to communicate changes to the team. In the event your immediate supervisor is not available, approval must be through the Associate Dean, IT.

Telecommuting employees
Core work hours are 8am – 5pm. You are expected to work a full day and unless otherwise arranged with your supervisor, you are required to be available during the core work window.

Swapping your telecommuting day must be pre-approved by your immediate supervisor at least 24 hours in advance.

Work-at-home days cannot immediately precede or immediately follow scheduled vacation days. You should plan to either work on-site the day before or immediately following a vacation, or schedule these days as a vacation.
Work-at-home days are not to be used in lieu of sick leave or the care of other persons living at home.

**Compressed Work Week**

If you do not work one day during the week (i.e. take sick leave, vacation day, training, etc.) or need to change the schedule for any reason, your schedule reverts back to the 8x5 work schedule for the affected week(s).

You may not telecommute on a compressed work week schedule. It may be possible for you to telecommute, with prior supervisor approval, when on an 8x5 work schedule.

If the University closes for some reason when you are NOT scheduled to work, you are not covered by that policy (i.e. bad weather).

A minimum of 30 minutes for lunch is required. If you are working a 10 hour day, your time on-site would be at least 10.5 hours. A longer lunch would result in longer hours on site.