

Flex Policy

The office of Recruitment, Admissions and Programming is committed to recruiting the best students to Dillard University while not sacrificing employee morale through flexibility during the peak of recruitment season.

Outlined is the official Flex Policy for the recruitment staff and any other Recruitment, Admissions and Programming staff. All flex time will be approved by the director of Recruitment, Admissions and Programming.

- 1.1. Recruitment, Admissions and Programming staff will be granted **one (1)** flex day out of the office after working two consecutive weekend days. The flex day should be requested for and approved at least three (3) business days in advance. If approval was not sought out in advance, the director or mid-level management have the right to deny the flex request.
- 1.2. After **one (1)** full week (7 days) of consecutive travel, and depending on the recruitment staff members return to the city of New Orleans, the recruitment staff member could request up to **two (2) consecutive days out of the office**. Likewise, the staff members next travel dates will be taken into account by the director or mid-level management before approval is granted. In this case, the recruitment staff member will be responsible for ensuring their completed applications, inquiry cards and other documents have been submitted to their assigned processor for immediate processing. Recruitment staff member **will not** be allowed to hold on to processing documents for more than 24 hours after their return to the city of New Orleans.
- 1.3. After **two (2)** full weeks (14 days) of consecutive travel (for example, UCAN), the recruitment staff member could request up to **three (3) consecutive days out of the office**. Likewise, the staff members next travel dates will be taken into account by the director or mid-level management before approval is granted. In this case, the recruitment staff member will be responsible for ensuring their completed applications, inquiry cards and other documents have been submitted to their assigned processor for immediate processing. Recruitment staff member **will not** be allowed to hold on to processing documents for more than 24 hours after their return to the city of New Orleans.
- 1.4. Any recruitment staff member returning to the city of New Orleans **after 9:00pm** can request a delayed arrival for reporting to the office the following business day. Any arrival after 9:00pm can be consider for a **10:00am office time arrival**. The director or mid-level management has the right to deny request based on other campus activities or outstanding demands within the office of Recruitment, Admissions and Programming.
- 1.5. Any other flex time should be communicated at least **three (3)** business days in advance with the director or mid-level management. Recruitment nor processing staff should assume that a request has been approved. Written approval will be signed by the director or mid-level management in advance of flex time out of the office.

Flex Policy Request Form

Date _____

Staff Name _____

Number of day(s) requested off _____

Dates of previous travels _____

Dates of next travels _____

Approved

Denied

Staff signature _____

Authorized signature _____

Date filed _____