



Hours of Work for University and Classified Staff

No. 4300

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Affected Parties:
Staff

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1.0 Purpose

Virginia Polytechnic Institute and State University, hereafter referred to as the university, is committed to providing ready access to its services by the public, students, faculty and staff. Therefore, the intent of this policy is to create guidelines regarding the hours of work for university and classified staff and to provide guidance in the use of alternate work schedules within limits of operational efficiency.

2.0 Policy

2.1 Standard Work Week

The seven-day work period for the university is Friday midnight to the following Friday midnight. Employee salaries are based on a 40-hour-per-week schedule for every seven-calendar-day period. Holidays and authorized leaves of absence with pay shall be counted as work hours for purposes of computing the minimum 40-hour-per-week attendance requirement. Authorized absences of employees for job-related activities are considered work hours within the meaning of this policy. Only hours actually worked will be counted towards overtime.

Each department head or designee shall schedule the work hours for employees within the department. The schedule shall provide for the minimum 40 hours per week per employee and, insofar as possible, shall provide two rest days in every seven-calendar-day period.

2.2 Alternate Work Week

Certain departments may need to request an alternate work week to allow for scheduling and coverage options. If Friday at midnight does not work for scheduling, the department head must present options to the Division of Human Resources for review and approval. If the alternate work week is approved, the Division of Human Resources will notify Payroll and work with the department to implement the new schedule.

2.3 Public Service

The public service hours for the main campus in Blacksburg are normally 8:00 a.m. to 5:00 p.m. Departments are expected to provide service to the public, students, faculty and staff throughout this period. In instances where services are required beyond public service hours, department heads shall ensure that adequate staff is available.

2.4 Breaks

Employees working at least six consecutive hours shall be afforded, at a minimum, a 30-minute meal break. However, employee meal breaks shall not exceed 60 minutes a day. The meal break shall not be included in either the attendance or the hours of work per day, except when the employee is not completely free of all duties during the meal break.



Department heads, at their discretion, may grant employees working an 8-hour day, a maximum of one break before the meal break and one break after the meal break. These rest breaks are included within the total required hours of work and shall not exceed 15 minutes each.

The meal and/or rest breaks shall not be combined or be used by employees to offset arrival and departure time to or from work or to cover time off for other purposes. Department heads or designees are responsible for scheduling the meal and rest breaks of their employees within the limits of the above regulations and with the least disruption of services.

2.5 Lactation Accommodations

The Fair Labor Standards Act stipulates that non-exempt employees must be provided a “reasonable break time ... to express breast milk for her nursing child for 1 year after the child’s birth each time such employee has need to express the milk.” Typically, 15 to 20 minutes every three to four hours are required. As provided in Section 2.4, managers may grant non-exempt employees working an 8-hour day morning and afternoon breaks, not to exceed 15 minutes each. These breaks are included with the total required hours of work and are to be paid. To accommodate mothers who require more than 15 minutes, managers may permit them to extend these breaks by up to 15 minutes each by taking unpaid time from the lunch break or by extending the workday by the amount required. Supervisor approval is required for extended breaks.

Employers are also required to provide “a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.” Hokie Wellness maintains the information about the [locations of lactation facilities](#) and guidance regarding options where a lactation facility is not conveniently located. Code of Virginia 2.2-1147.1 provides that a woman may breastfeed her child at any location where that woman would otherwise be allowed on property that is owned, leased, or controlled by the Commonwealth.

Exempt employees wishing to express milk should be accommodated in a similar manner, including access to an appropriate space if they do not have a private office.

Questions regarding these requirements and requests for assistance or guidance should be directed to [Hokie Wellness](#).

2.6 Alternate Work Schedules

Department heads may implement work schedules that differ from the standard workweek if such schedules will promote efficient departmental operations. Alternate work schedules may be used as a means of providing a reasonable accommodation for an employee's personal needs.

- Department heads may offer staggered starting and ending times for employees.
- Alternate work schedules may include but are not limited to four 10-hour days, rotational shifts, and largescale job-sharing; however, normal business hours cannot be impacted by this schedule. Department heads should confer with their dean or vice president before implementing an alternate workweek.
- Unpredictable situations or seasonal demand may create periods of extraordinary work demand that will require exempt employees to work extended days, work on days they are not typically scheduled, or work in excess of 40 hours per week. When these situations occur, supervisors are encouraged to work with the employee to make adjustments to work schedules during less demanding periods to account for the



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increased hours. These adjustments need not be on an hour-for-hour basis. In setting established alternate work schedules, department heads should avoid the use of excessive work hours on a continuous basis.

- An employee's alternate work schedule should be documented using the [Flexible Work Agreement online form](#). The [Remote and Telework Suitability Guidelines](#) have been established to help university leadership, managers, and supervisors determine which positions and employees are well-suited for alternate work schedules, in addition to regular or occasional telework/remote work, while ensuring the continued, successful operations of the department or team. For additional information, refer to Policy 4325, Flexible Work Policy (Telework/Hybrid, Remote Work, and Alternate Work Schedule) and [DHRM Policy 1.25 Hours of Work](#) (classified staff).

Once a work schedule has been approved for an employee, the employee must adhere to that schedule until a change in the established schedule has been approved by the department head.

3.0 Procedures

Department heads may contact the Division of Human Resources for assistance when implementing alternate work schedules.

Where flexible work is appropriate, the employee must complete and the department approves the flexible work agreement that incorporates the employee's conditions of employment. The online agreement form and guidelines for evaluating and implementing flexible work agreements are provided on the [Division of Human Resources](#) website. For classified staff, the state telework agreement can be completed online.

4.0 Definitions

Standard Work Week: The seven-day workweek for the university is Friday midnight to the following Friday midnight.

5.0 References

Code of Virginia, Title 2.2, Ch. 11, § 2.2-1147.1

<https://law.lis.virginia.gov/vacode/title2.2/chapter11/section2.2-1147.1/>

Fair Labor Standards Act, as amended.

<https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/FairLaborStandAct.pdf>

Virginia Department of Human Resource Management, Policy 1.25, Hours of Work

<https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/policy-1-25-hours-of-work-5-15-19889824C01024.pdf?sfvrsn=0>

6.0 Approval and Revisions

- Revision 1
Under Section 2.4 Alternate Work Schedules, the addition of staggered work hours and a four 10-hour day workweek (with dean/vice president approval) to provide more flexibility within the policy. Minor wording changes in other sections.
Approved April 12, 1996, by Associate Vice President for Personnel and Administrative Services, Ann Spencer.



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- Revision 2
 - Changed workweek from starting at 5:00 p.m. Friday to midnight Friday.
 - Section 2.4: Added statement: Alternate work schedules may be used as a means of providing a reasonable accommodation for an employee's personal needs.

Approved January 20, 1997, by Associate Vice President for Personnel and Administrative Services, Ann Spencer.

- Revision 3
 - Minor word changes made for clarification. Updated website addresses.

Approved September 8, 2000, by Assistant Vice President for Personnel Services, Linda S. Woodard.

October 10, 2001: Technical corrections to update policy links and name change for the Commonwealth of Virginia's Department of Human Resource Management (formerly Department of Personnel and Training).

- Revision 4
 - Section 3: "Personnel Services" replaced by "Human Resources", web address updated, and reference made to implementation guidelines and sample agreement form.

Approved October 14, 2008 by Associate Vice President for Human Resources, Hal Irvin.

Annual review May 28, 2010 by Vice President for Administrative Services, Sherwood G. Wilson. No revisions.

- Revision 5
 - Added Section 2.4 to address 2010 amendments to the Fair Labor Standards Act regarding accommodations for lactation.

Approved January 24, 2011 by Vice President for Administrative Services, Sherwood G. Wilson.

- Revision 6
 - Revised section 2.3 to increase the meal break period from 20 minutes to 30 minutes to be consistent with the state Hours of Work Policy, and replaced "lunch break" with "meal break" throughout the policy.

Approved March 11, 2011 by Vice President for Administrative Services, Sherwood G. Wilson.

- Revision 7
 - Revised language regarding lactation accommodations to be consistent with Policy 4320.
 - Clarified language regarding scheduling of exempt employees during periods of extraordinary work demand.

Approved August 18, 2014 by Vice President for Administration, Sherwood G. Wilson.

- Revision 8
 - Added section 2.2 Alternate Work Week. Updated title by adding "for University and Classified Staff" for clarification.

Approved January 10, 2017 by Vice President for Administration, Sherwood G. Wilson.



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- Revision 9
Technical updates to references.
Approved November 25, 2019 by Vice President for Human Resources, Bryan Garey.

- Revision 10
 - Technical updates to references and weblinks.
 - Sections 2.6 and 3.0: Added information regarding completion of a Flexible Work Agreement and associated [Remote and Telework Suitability Guidelines](#), and DHRM Policy 1.25, Hours of Work.Approved April 2, 2024 by Vice President for Human Resources, Bryan Garey.