

## **DEPARTMENT OF OB/GYN WORK HOURS POLICY**

The Department of OB/GYN adheres to UNM's traditional daily working hours of 8:00am to 5:00pm Monday through Friday. Within those working hours, employees may choose one of the following schedules:

- 8:00am-5:00pm with a 60 minute meal break
- 8:00am-4:30pm with a 30 minute meal break
- 8:30am-5:00pm with a 30 minute meal break

Employees must have their schedule preference approved by their direct supervisor. Business need may dictate a prescribed schedule and not all requests may be accommodated.

Due to business need, staff members who have the primary duty of front desk coverage are required to work the 8:00am-5:00pm schedule.

Any change in schedule must be approved, in advance, by the direct supervisor.

Exempt or "salaried" employees are expected to observe work hours within this policy.

Staff members in the research divisions or who have direct patient care responsibilities may be able to work flexible schedules to accommodate those unique needs. These exceptions must be reviewed and approved by the direct supervisor.