

STANDARD OPERATING PROCEDURE- GUIDELINE DEPARTMENT OF OB/ GYN WORK HOURS

SCOPE/APPLICABILITY:

This policy applies to all staff, including full-time, part-time, temporary staff and students working in OB/GYN.

PURPOSE:

OB/GYN aims to ensure a productive, efficient, and fair work environment while promoting work-life balance and employee well-being.

The Department of OB/GYN adheres to UNM's traditional daily working hours of 8:00 am to 5:00 pm, Monday through Friday.

To allow for flexibility and to promote a work/life balance, regular employees may choose one of the following schedules:

7:30 am – 4:30 pm with a 60 minute meal break
7:30 am – 4:00 pm with a 30 minute meal break
8:00 am – 5:00 pm with a 60 minute meal break
8:00 am – 4:30 pm with a 30 minute meal break
8:30 am – 5:00 pm 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. Occasionally, staff may be required to work hours outside of their preferred schedule due to business need.

Any change in schedule must be approved, two weeks in advance, by the direct supervisor. Excessive switching of preferred schedule is not allowed.

Any variations to the above schedules will require approval by the Operations Manager and Department Administrator. Only requests that are based on business need will be considered.

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.

If, on occasion, hours unexpectedly deviate from the approved schedule, staff will be expected to report leave time for those variances. Making up time will not be approved.