



All full time KDADS employees will work a 40-hour workweek, unless otherwise approved by the Secretary of Administration. Standard work hours are from 8:00 A.M. to 5:00 p.m. Monday through Friday, with an hour for lunch at mid-day. It may be necessary to stagger lunch breaks within a unit to assure full telephone and office coverage. For questions, see Human Resources.

Work schedules must be within established limits 7:00 am to 6:00 pm and during the core hours of 9:30 am and 3:30 pm. A minimum of half-hour lunch is required daily and must be taken mid-day.

Each employee shall have a regular work schedule and complete a Regular Work Hours/Flex Time Request form HR-012 to establish his/her regular work schedule. All requests for flextime scheduling must have prior supervisory and Human Resources approval, and are subject to change with sufficient notice dependent upon the current workload for the section or division.

Employees are required to comply with the work hours and designated work location approved on their regular work hours/flex time request form. Failure to comply may result in disciplinary action.

*Reference: K.A.R. 1-9-1, 10.9 Flex Time*