

Town of Danville- Employee Policy Handbook Update

Policy Update: Flex Time Accrual Limit

Effective Date: 1/1/2026

Applies To: All Exempt Employees Only

Responsible Department: Clerk-Treasurer

Purpose

To ensure consistent management of flex time, maintain operational continuity, and prevent excessive accruals that may impact departmental budgets and staffing.

Updated Policy

Employees may accrue **no more than two (2) weeks** of flex time, equivalent to **80/70 hours** for a 40-hour and 35-hour workweek, respectively.

Key Provisions

1. Accrual Cap

- Once an employee reaches the maximum allowable accrual of **two weeks**, no additional flex time may be earned.

2. Monitoring and Employee Responsibility

- Employees are responsible for monitoring their flex time balance to remain within the established limit.
- Supervisors are expected to regularly review balances and ensure staff do not exceed the accrual cap.

3. Use of Flex Time

- Employees are to schedule and use flex time in a timely manner to avoid reaching the cap.
- Use of flex time is subject to supervisory approval and must consider departmental operational needs.
- Requests to use flex time must be made according to use standards outlined under Leave Benefits (will be included in Employee Handbook as a hyperlink).

4. Payout

- The Town reserves the right to pay out accrued flex time at any point.
- In order to efficiently adjust any flex time balances over the accrual limit, the Town will issue payout on a paycheck as determined by the Clerk Treasurer's office.