



20TH JUDICIAL DISTRICT OF COLORADO

ADMINISTRATIVE ORDER 20-101

SUBJECT: Trial Court Business Hours and Flex Schedules

To: Judicial Officers, Court Executive, Clerk of Court and Trial Court Staff

**From: Ingrid S. Bakke
Chief Judge**

DATE: March 2, 2020

Effective April 1, 2020, the 20th Judicial District Trial Court's business hours are 8:00 a.m. – 5:00 p.m., Monday through Friday. The normal workweek for a full-time employee shall be 40 hours from Friday at 5:01 p.m. to the following Friday at 5:00 p.m.

Employees have requested flexibility in occasionally requesting leave for events such as scheduled appointments, school functions or meetings outside of the workplace. Utilizing the following guidelines, employees will be able to flex time rather than using Paid Time Off (PTO) for approved leave.

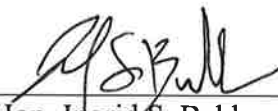
Non-exempt employees will be allowed to request flex time up to two hours per week. If the flex time request is approved by the supervisor, the employee will be required to make up the flex time within the week in which it is used. Anything over two hours in one week would require use of PTO. These guidelines apply to full-time and part-time non-exempt staff. Part-time employees' flex time would be prorated.

- All requests must be pre-approved and pre-scheduled by your supervisor.
- If an employee is late for work or needs to leave early due to unforeseen circumstances, they may work with their supervisor to flex that time. However, the employee still may not exceed the 2-hour-per-week limit. If the employee is already flexing 2 hours during that same week, PTO will be required to cover the employee's tardiness.
- Employees may flex approved time during normal court business hours, 8:00 a.m. and 5:00 p.m. Monday– Friday upon supervisor approval. This does not include the option to use paid break time. If an employee finds that they are required to work before 8 a.m. or stay past 5 p.m., they should notify a supervisor for approval as soon as possible.
- Every employee is required to take a minimum 30-minute lunch break when working six or more consecutive hours.

- Flex time requests may be denied if there is not adequate coverage for the date/time requested.
- Flex time will not be approved when a request is submitted late in the week and it is not possible to make up the time within the same week.
- If an employee's request for flex time becomes consistent from week to week, the supervisor will address this issue with the employee. Flex schedules may only be approved on a temporary basis.

Example:

An employee talks to his/her supervisor on Friday indicating that that following Wednesday he/she has a doctor's appointment at 3:30 p.m. The employee normally works from 8:00 a.m. to 5:00 p.m., Monday through Friday, with a 60-minute lunch. The employee would like to work from 8:00 to noon, take a 30-minute lunch at noon, then leave at 3:00 p.m. This would result in 90 minutes the employee could flex. This employee can take a 30-minute lunch for three days during the same week in which the time is taken if the supervisor has approved this schedule. The specific supervisor will be required to develop a schedule with the employee and document the time off, advising the other supervisors of the flex time request to ensure adequate coverage. If, during the course of the week, flex time is not worked by 5:00 p.m. on Friday, the employee must enter a PTO request to complete the 40-hour work week.



Hon. Ingrid S. Bakke
Chief Judge
Twentieth Judicial District