

**WORK SCHEDULES**

**I. POLICY**

The Department of Energy and Natural Resources (DENR) seeks to ensure employee work schedules provide maximum accessibility of staff and resources to the public while, at the same time, enhancing employee morale and maximizing the potential for recruitment/retention of quality employees. Work schedule requests will be considered on a case-by-case basis and may be approved upon determination that the preferred work schedule enhances the availability and quality of service to the public and has no impact upon DENR’s operations.

**II. APPLICABILITY**

This policy applies to all full-time employees and Offices within DENR.

**III. WORK HOURS AND SCHEDULES**

**A. CORE OFFICE HOURS**

The Core Office Hours that each section must be open, staffed and fully operational to provide complete service to the public are 8:00 AM through 4:30 PM, Monday through Friday. During these hours, each section must be sufficiently staffed to ensure that telephones are answered and customer needs are properly addressed.

Additionally, appointing authorities must ensure each section has an appropriate presence throughout the Core Office Hours. Thus, unless requested and approved otherwise in accordance with the below schedule options and completed Work Schedule Form, full-time employees shall be scheduled to work from 8:00 AM – 4:30 PM, Monday through Friday, with a 30-minute meal period.

**B. WORK SCHEDULE OPTIONS**

All full-time employees are required to select a work schedule upon hire, promotion or permanent position number change:

1. **Traditional Work Schedule:** A full-time employee is scheduled to work eight (8) hours per day within, Monday – Friday, for a total of forty (40) hours per week. Employees working this schedule may not commence work prior to 6:00 AM and extend beyond 6:30 PM.
2. **Flexible Work Schedule:** A full-time employee can select a flexible work schedule from the list below.

Flexible Work Schedule Options		Limitations
a.	<b>4/10-hr Work Schedule</b> <i>Employee works four (4) ten (10) hour days each week.</i>	The regular day off must be the same each week.  May commence no earlier than 6:00 AM and extend no later than 6:30 PM.
b.	<b>4/9-hr and 1/4-hr Work Schedule</b> <i>Employee works four (4) nine (9) hour days each week plus one (1) four (4) hour day.</i>	The four (4) hour day must be the same each week.  May commence no earlier than 6:00 AM and extend no later than 6:30 PM.

c.	<p><b>44-hr/36-hr Work Schedule</b>  <i>Employee works four (4) nine (9) hour days in one week of the pay period [36 hour week] and four (4) nine (9)hours days plus one (1) eight (8) hour day in the other week of the pay period [44 hour work week].</i></p>	<p><b><i>This option is only available to employees classified as “exempt” under the Fair Labor Standards Act (FLSA).</i></b></p> <p>The regular day off must be the same week of each pay period.</p> <p>May commence no earlier than 6:00 AM and extend no later than 6:30 PM.</p>
d.	<p><b>Executive Work Schedule</b>  <i>Limited to Unclassified Executive Staff</i></p>	<p>An irregular work schedule that allows flexibility to work varied hours each day totaling 80 hours at the end of each pay period.</p>

3. **Start and End Times**

An employee’s start and end times must remain consistent each workday, regardless of the approved work schedule, with the exception of those working under the Executive Work Schedule. This promotes consistency, minimizes disruption, and ensures full coverage during business hours.

For employees approved to work a **44-hour/36-hour schedule** or a **4/9-hour and 1/4-hour schedule**, the shorter workday (either eight or four hours, respectively) must not begin earlier or end later than the regularly scheduled start and end times of their standard nine-hour workdays. Once established, the start and end times for the shorter workday **must be the same each week**.

**Example:** *If an employee’s standard schedule is 7 AM to 4:30 PM, then their eight-hour or four-hour day shall not begin before 7 AM and shall end no later than 4:30 PM.*

4. **Work Schedule Requirements**

Regardless of the work schedule option selected, the following apply:

- a. All work schedule changes are prospective and must be at the start of the pay period.
- b. Departure time is dependent upon arrival time and meal period selected.
- c. The workday selected can begin and end on any quarter-hour, half-hour, or hour.
- d. Work schedules may only be changed ~~two (2) times per calendar year~~ once every three (3) months.

**C. SCHEDULE REQUEST PROCEDURES**

Upon hire or permanent position change, an employee’s work schedule will default to the Traditional Work Schedule and Core Office Hours, which are Monday through Friday, 8:00 a.m. to 4:30 p.m.

Employees who wish to request a work schedule different from the Traditional Work Schedule and/or Core Office Hours must complete a Work Schedule Form and indicate their preferred hours.

All alternative schedule requests are subject to supervisory approval and must align with departmental needs.

**IV. HOLIDAYS**

When a holiday(s) occurs on an employees scheduled day off, at the discretion and approval of the supervisor, the following will apply:

#### **A. DESIGNATED HOLIDAY**

When the holiday falls on the employees scheduled day off, another day shall be designated as the employees holiday. The designated holiday must be the closest business day prior to or immediately after the holiday within the same week the holiday falls. The employee does not choose their designated holiday.

*Example: Employee A is off on Monday and the holiday falls on Monday, their designated holiday will be Tuesday. Employee B is off on Friday and the holiday falls on Friday, their designated holiday will be Thursday. The designated holiday must be taken within the same week of the holiday.*

#### **B. REQUIRED TO WORK ON DESIGNATED HOLIDAY**

If an employee is required to work on their designated holiday, the employee shall be compensated both for the regular hours of the day and overtime for the actual hours worked on their designated holiday.

*Example: An employee works eight (8) hours on Friday, which is their designated holiday, then the employee is compensated 8 hours for the Friday as regular holiday hours and 8 hours overtime (compensatory time) since they are working on their designated holiday.*

### **V. MEAL AND BREAK PERIODS**

#### **A. MEAL PERIOD**

Employees have the option of a 30, 45 or 60 minute meal period.

#### **B. BREAK PERIOD**

The 15-minute morning and afternoon break periods are a privilege – not a right. Such periods are counted as hours actually worked and may be taken, workload permitting, with supervisory approval.

- C.** If an employee is unable, for whatever reason, to enjoy an authorized break period, he/she is not permitted to “bank” the time for use at a later date, to justify a tardiness occurrence, to extend the lunch break or shorten the work day.

### **VI. TARDINESS**

DENR recognizes that employees, on occasion, may be delayed in reporting for work due to personal needs, heavy traffic, inclement weather, etc. As a courtesy, and with supervisory approval, employees who are late for work may extend the workday by a like period of time, thus avoiding the need to utilize leave.

Regular and recurring tardiness occurrences adversely impact employee morale and workplace operations. Therefore, supervisors have discretion to disallow utilization of the grace period authorized by this policy by employees who are perpetually late in reporting for duty. Supervisors also have the discretion to approve leave or place an employee in leave without pay status for any period of tardiness. Additionally, if tardiness becomes problematic, supervisors, in consultation with Human Resources, have the option of changing an employee’s work schedule.

### **VII. PRIMARY WORKSITE**

DENR has four primary worksites throughout the state, Baton Rouge, Lafayette, Monroe, and Shreveport. Employees who support district office operations, whether in field or non-field roles, are domiciled at one of the three district office locations (Lafayette, Monroe, or Shreveport). All non-field, non-district office employees are domiciled at the LaSalle Building in Baton Rouge.

Employees domiciled at the LaSalle Building who live in close proximity to one of the three district offices may be offered the option to perform their official job duties at an alternate DENR office location on a

predesignated regularly scheduled basis. These alternate worksite arrangements are considered only when they support operational efficiency and require approval from the appointing authority.

All designated primary worksites must be official DENR office locations, and any arrangement involving multiple primary worksites must be formally approved by the appointing authority. Such arrangements are dependent on the availability of workspace and may be modified or revoked at any time based on operational needs, employee performance, or management discretion. Employees participating in this type of arrangement are expected to fully meet their job responsibilities, comply with all applicable policies at each worksite, and coordinate their work schedules with their supervisors and designated safety personnel.

**VIII. CAVEAT**

While DENR strives to accommodate flexible work schedules where possible, there is no guarantee that every employee will be authorized to work their preferred hours or at their preferred worksite. Supervisors must consider schedule requests on a case-by-case basis; however, approval is contingent upon ensuring that operations are not disrupted and that full coverage is maintained during Core Office Hours (8:00 AM to 4:30 PM).

Each section must remain adequately staffed throughout the entire workday to meet both public service obligations and internal operational needs. If an employee’s workday ends before 4:30 PM, supervisors must ensure that key personnel remain available to address time-sensitive matters during Core Office Hours.

Work hours and schedules may be adjusted, revoked, or denied based on departmental needs. Employees are also reminded that they may be required to work beyond their designated duty hours, including on holidays or weekends, when necessary to meet critical operational demands.

**IX. EXCEPTIONS**

Exceptions to this policy are limited and will only be granted with the express, written approval of the Appointing Authority.


**X. QUESTIONS**

Questions regarding this policy should be directed to the Human Resources Division.

**XI. REVISION HISTORY**

Date	Action	Date	Action
September 1999	Policy Established	August 2000	Policy Revised
May 2001	Policy Revised	September 2004	Policy Revised
May 2005	Policy Revised	July 2005	Policy Revised
April 2015	Policy Revised	February 2016	Policy Revised
June 8, 2021	Policy Revised	November 2023	Policy Revised
May 2024	Policy Revised – section IV.B.	July 2025	Policy Revised – Sections III.B., III.C., VII., VIII.

**AUTHORIZATION:**

Signed by:  
  
 D63B03D7DF0140F... 7/17/2025

**Mark Normand, Jr., Undersecretary**