

SWHR Employee Benefits

My Flex Day FAQs

Q: How many hours is My Flex Day?

A: My Flex Day is for a regularly scheduled workday and not granted by a set number of hours. If your normal workday is:

- **Four hours:** you are eligible for four hours of My Flex Day
- **Eight hours:** you are eligible for eight hours of My Flex Day
- **Twelve hours:** you are eligible for twelve hours of My Flex Day
- **Varying Hours:** if your standard hours vary each day of the week, you are eligible to take My Flex Day for however many hours you are scheduled to work on the day you take off
 - If you work 10 hours Monday, 8 hours Tuesday, 10 hours Wednesday, 8 hours Thursday, 4 hours Friday and are approved to take Friday off, My Flex Day would equal four hours.
 - OR-
 - If you work 10 hours Monday, 8 hours Tuesday, 10 hours Wednesday, 8 hours Thursday, 4 hours Friday and are approved to take Monday off, My Flex Day would equal 10 hours.

My Flex Day cannot be used if it would cause you to exceed your standard hours in a week.

Q: Will there be a My Flex Day code to use when entering time off?

A: Yes, you will select Flex Day.

Q: Can My Flex Day be used for Holidays?

A: My Flex Day can be used for any reason but must be approved by an employee's manager.

Q: Can I use My Flex Day if I call in and I'm not able to come to work?

A: My Flex Day can be used for any reason but must be approved by an employee's manager.

Q: Can I use My Flex Day if I am on a Leave of Absence?

A: Yes, My Flex Day can be used while on a Leave of Absence.

Q: Can I use My Flex Day if I'm suspended?

A: No, it may not be used.

Q: I have two jobs; which job do I choose to enter My Flex Day for?

A: You can use My Flex Day for either benefits-eligible job, but it may only be used once and must be approved by your manager.

Q: Does My Flex Day roll over?

A: No, it doesn't. One My Flex Day is available per calendar year (Jan. 1 – Dec. 31) and is use-it-or-lose-it.

Q: Does My Flex Day get paid out if I terminate employment?

A: No, My Flex Day is not paid out upon termination or loss of benefit-eligibility.

Q: If I use My Flex Day then terminate employment but am rehired in the same year, will I get another My Flex Day to use?

A: No, only one My Flex Day is available to per calendar year. If the day was used prior to terminating employment, the day will not be available again until the next calendar year.

Q: If I use My Flex Day then change status (example: Full-Time to PRN to Full-Time), will I get another My Flex Day to use?

A: No, each year, you are allowed one My Flex Day equivalent to your current scheduled hours and the specific workday hours you are scheduled for that shift. Once a My Flex Day is used, you will not have another day or additional hours available until the next calendar year.

Q: Can I donate, sell or convert My Flex Day?

A: No, My Flex Day can only be used for time away from work and cannot be donated, sold or converted.

Q: Can I use My Flex Day and PTO hours together?

A: Yes, subject to your managers approval. If you plan to take off three days of work, you are able to use My Flex Day for one of the days, and PTO hours for the other two days.

Q: If I've been approved to use My Flex Day for time away from work but decide to use PTO hours instead, can I cancel My Flex Day if it has already been entered into my time?

A: You may only cancel the usage of My Flex Day if it is within the same pay period. If the pay period has closed, you may not make a change.