MEMORANDUM

SUBJECT: Flexitime for POEA Employees

DATE: 08 June 1995

Considering the present traffic situation within the metropolis, employees are now allowed to adopt the flexitime work schedule with the following "internal" guidelines to follow:

1. Flexitime is allowed from 7:30 am to 9:00 am only.

2. A maximum of thirty minutes shall be allowed for employees to adopt flexitime between 7:30 am to 9:00 am. Otherwise, the employee is considered tardy in excess of 30 minutes allowance.

3. A "grace period" of 15 minutes shall be allowed for employees who are adopting the 7:00 am to 4:00 pm work schedule. There will be no grace period for employees observing 10:00 am to 7:00 pm schedule.

4. Employees must still maintain their official work hours daily:
   - 7:00 am - 4:00 pm
   - 8:00 am - 5:00 pm
   - 9:00 am - 6:00 pm
   - 10:00 am - 7:00 pm

5. Employees are allowed to adopt the flexitime not more than 10 times in a month. In excess of this number, employees shall be considered late.

6. For illustration:

Employee A: Official time is 8:00 am - 5:00 pm
If he reports at 8:15, he must be off at least 5:15 pm. If he reports at 8:31 am, he cannot adopt the flexitime anymore since he reports in excess of the maximum 30 minute allowance. In this instance, he is considered tardy.
Employee B: Official time is 10:00 am - 7:00 pm. If he reports at 10:14 am, he is considered tardy as there is no flexitime and grace period for 10-7 workshift.

Employee C: Official time is 8:30 am - 5:30 pm. If he reports at 9:00 am, he is considered late since he exceeds the maximum 30 minute allowance. On the otherhand, if he reports at 8:00 am he can be off at 5:00 pm.