

# **Early Head Start**

## **Work hours policy**

**Notify the Central Office Staff of all cancellations, no shows, time off needed as soon as possible.**

Returning to work in your office spaces-Work hours are 8-4:30

- Monthly calendar that gets sent into office also posted for all to see in the office spaces that you use. For safety reasons.
- Fridays- should be utilized for makeups, paperwork, prep, staff meetings. If not on a home visit or at a staff meeting work in the office until you have put in the 40 hrs for the week. If you need time off for Fridays, please contact Patti or Misty.
- If you have a late or early visit or busy buddy group that day adjust your hours accordingly, if possible, to stay within the 8-hour workday- you can start or end your workday earlier or later as needed.
- If you are not available for work such as family appointments, giving family members rides, out of the area/ availability for more than the 1 hour for lunch/break (30min unpaid lunch and 2/15 min breaks) during the day please contact the office for the time off.
- WFH- will be acceptable for trainings, webinars, virtual meetings, and other as approved. Such as; when the office space is out of the way of your first visit right away in the morning, or out of the way as you end your last visit of the day only if it is at the end of the work day.