

## HOURS OF WORK

The standard work week for Commission employees is 40 hours. The work week starts at 12:00 a.m. Sunday morning and concludes at 11:59 p.m. on Saturday night.

Public Defender offices are open and must be staffed (unless due to unusual circumstances such as in a three-person office where the lawyers are both in court and the administrative assistant is out of the office due to sick leave), from 8:00 a.m. to 5:00 p.m. from Monday through Friday. Offices may be closed from 12:00 p.m. to 1:00 p.m., for lunch break; however, if the office personnel wish the office to remain open over the lunch hour and develop a feasible plan to remain open over the lunch break, they may do so.

It is the policy of The Commission to use flexible scheduling where possible. With the prior permission of the Director, Deputy Director, Supervising Attorney or Lead Attorney in the office, employees may modify their schedules so that their workday starts earlier or later than 8:00 a.m. or ends earlier or later than 5:00 p.m.

*Approved by RH on June 7th, 2006*