



## LARAMIE COUNTY GOVERNMENT

<b>TITLE</b> Flex Time	<b>APPROVAL DATE</b> 7/17/1990
<b>SECTION</b> Time Off/Leaves of Absence	<b>REVISION DATE</b> 7/1/2003

Elected Officials, Department Directors or managers may approve flex work hours at the request of an employee, if such flex hours do not jeopardize the efficiency of the department in productivity or public service. Time should be recorded exactly as worked on the time sheet.