

# Work Schedule

Policy 602.12

## 1 Introduction

## 2 Scope

## 3 Definitions

## 4 Policy and Procedure Statements

### 4.1 Standard Workweek

4.1.1 The standard workweek for full-time employees subject to the State Personnel Act is forty hours per week and the normal workday schedule is five days per week, eight hours a day plus a meal period.

## 5 Additional References

[Work Schedule](#)

## 6 Authority

## 7 Contact Information

## 8 Original Effective Date

## 9 Revision Dates