

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