

**Tri-County Community Council, Inc.
Head Start/Early Head Start**

Part: 1302 Program Operations

Subpart: I-Human Resources Management

Section: 1302.90 Personnel Policies

Subject: Flex Time

Policy:

It is the policy of Tri-County Community Council, Inc. Head Start/Early Head Start to permit flextime when absolutely necessary.

Procedure:

1. Flex time has to be taken within the week (i.e. Monday through Friday) not before and not afterwards.
2. Flex time will only be allowed with prior approval from supervisors.