



Alternative Work Schedules

[*Owner: Office of Human Resources*]

Sometimes it is necessary to work an alternate work schedule such as telecommuting or working a flexible work schedule.

The Diocese of Houma-Thibodaux considers telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Telecommuting allows an employee to work at home for part of their regular workweek. Telecommuting is a work alternative that may be appropriate for some employees and some jobs. A request for telecommuting must be made directly to the supervisor and a 2nd level of approval is required.

Diocese of Houma-Thibodaux is committed to helping employees face the demands of juggling work, family and personal obligations by offering a number of possible flexible work arrangements. These arrangements provide employees with increased flexibility with their work schedule while allowing the Diocese to maintain a productive work environment.

All employees will be considered for alternative work scheduling on a case-by-case basis. All requests for an alternative work schedule must be made directly to the supervisor and a 2nd level of approval is required. All approved schedule changes must be documented and sent to the Office of Human Resources to be properly filed in the employee's personnel file.