

**Example of Gliding Schedule**

Workday:	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time:	8:00	8:00	8:00	8:00	8:00
End Time:	4:30	4:30	4:30	4:30	4:30

This example includes a 30-minute block of time for lunch.

In this example, the employee's normal hours are 8:00 – 4:30; however, the employee may “glide” his/her starting and ending time each day. For example, if the employee is 60 minutes late on Tuesday due to traffic, he/she may glide his/her ending time within the same day to be 60 minutes later.