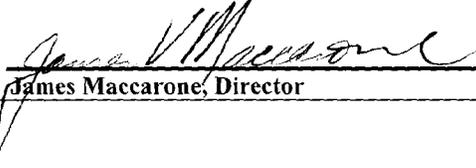


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES**

Subject: Work Schedule and Work Hours	Policy Number: 13
Number of Pages: 1	Section:
Attachments: NONE	Related Standards & References: AP-6 and AP-10
Effective Date: June 1, 2012	Approved:  James Maccarone, Director

I. POLICY

The working hours of each Community Services employee will be set by the Community Services Director, in consultation with the appropriate Judge.

All employees are to work except for the allotted time for breaks and meals as referenced in MDHS Administrative Policy. (AP-6)

Any request for a change in an employee's established work schedule must be submitted to the appropriate Regional Director and approved by the Community Services Director.

II. DEFINITIONS

None

III. PROCEDURE

None