



How to Know if a Flexible Work Arrangement May Be Right for You...

- Looking for a job that fits into your life, instead of trying to squeeze life into your work schedule?
- Eager for a more flexible schedule that still provides the security and benefits of a year-round job?
- Exploring ways to ease into retirement without exiting the workforce entirely?
- Working other seasonal employment and need additional flexibility? *(*Note: We have an awesome referral policy, so refer your other co-workers to work here seasonally and get paid for it!)*
- Juggling work schedules with your spouse or partner to be a caregiver for children or elderly parents?
- Looking for a cost-effective alternative to daycare or camps during summer months?

If so, now is the time to explore Superior Plus Propane's Flexible Work Arrangements.

Consider the Impact of a Flexible Work Arrangement on the Balance Between Your Work and Personal Life.

Check out the FlexWork page on the Pipeline:



Interested in Learning More About All the Options and What's Right for You?

Reach out to your Manager and/or your HR Business Partner to discuss.

Learn more about our flexible work arrangements and even try out the new Flex Extension or Voluntary Time Off Program (VTOP) in 2023.

Let's figure out a schedule that may be beneficial for you!



Looking for More Flexibility and Work-life Balance?



New This Year

Current Flex Employees: Flex Extension Option

During the 2023 calendar year, flex employees have the opportunity to take an additional 1-3 months away, extending their leave, while maintaining their current flex status.

Full-Time Employees: VTOP (Voluntary Time Off Program)

During the 2023 calendar year, full-time employees have the option to take 1-3 months away during the off-peak season (pending Manager approval), maintaining full-time status during inactive time.

Key Highlights for Both Flex Extension and VTOP:

- Employees taking a flex extension or VTOP leave in 2023 will have the employee portion of their premiums paid for by Superior for the length of the extension, effectively making benefits free during the extended portion of their leave.
- There are no negative implications to PTO. Employees will continue to accrue at their current rate, in accordance with current PTO policies.
- Employees who are inactive while on VTOP or Flex Extension leave are eligible to file for unemployment.



*The Benefits of Full-time Employment,
with the Flexibility to Spend More Time
on Other Important Things in Your Life!*



Flexible Work Arrangements

Full-Time 40-32

Full-time employees are scheduled to work 40 hours/week from October – March, and are scheduled to work 32 hours/week from April–September.

Flex 40-32

Reduce a traditional 12-month continuous work arrangement while being scheduled to work 40 hours/week from October–March and 32 hours/week from April–September. Work arrangements range from 7-9 consecutive working months, with 3-5 months inactive/not working. All flex employees maintain benefit eligibility year-round, provided they work 20+ hours/week.

Seasonal

Seasonal employees will actively work between 4 and 6 months each year (typically October through March) and are inactive the remaining months of the year. All seasonal employees maintain benefit eligibility year-round, provided they work 20+ hours/week.

Frequently Asked Questions:

Am I eligible for a flexible work arrangement?

Approval of flexible work arrangements is at management discretion and depends upon the needs of the business.

If I move to a Flex, Seasonal or 40-32 work arrangement, how does it impact my benefits?

Healthcare coverage is continued, even while you are not actively working. The way you pay your healthcare premiums may change depending on the work arrangement. Consult your HR Business Partner for additional information.

How do I switch to a flexible work arrangement?

First, talk to your manager about your interest in changing your work arrangement. Then partner with your HR Business Partner on the process and timing to make the switch.

How do I take advantage of the Flex Extension option or the VTOP option?

Determine how many months off you would like to take and then speak with your Manager and your HR Business Partner to decide if the business can accommodate your request. The process to go from active to inactive (and back) is a simple form in Dayforce that your Manager will submit. *Note, DOT employees will be subject to a pre-employment drug screen if inactive for more than 30 days.