

SUMMER SCHEDULE-FOUR DAY WORKWEEK

On April 15th, the Board of Trustees approved the four-day summer workweek schedule which will begin Monday, May 18, 2009 and end on Friday, August 21, 2009. The University will be closed on Fridays during this period except for essential services. There will be departments maintaining 5 day or 24/7 coverage during this period based on university needs.

The general rules for implementation of the four-day workweek are:

1. For employees on a fixed 35-hour or NE workweek, daily hours will be from 7:30 AM to 5 PM or 8 AM to 5:30 PM which includes a 45 minute unpaid lunch period. Work schedules must be approved by the appropriate supervisor.
2. For employees on a fixed 40-hour workweek, the schedule will be from 7:30 AM to 6 PM with a 1/2 hour unpaid lunch period.
3. No limit employees (NL) will work a minimum of 8 3/4 hours per day exclusive of lunch period. Normal expectations of NL employees remain in that, within reason, they will work the hours needed to meet their professional responsibilities.
4. All sick, vacation and administrative leave days taken by any employee during the four day workweek schedule, will be charged at the rate of one and one-quarter days for each day off.
5. Eligibility for overtime continues based on the hours worked above the fixed workweek and in accordance with existing regulations.

To assist you in determining your workweek status (40, 35, NE, NL), your schedule can be found on your time and attendance forms.

Monday, May 25, 2009 and Friday, July 3, 2009 are State holidays and the University will be closed in observance of **Memorial Day and the 4th of July**.

The following schedule will be in effect during the holiday week of May 25, 2009.

1. Employees with a 40-hour workweek will be scheduled for 32 hours in three days for the week of May 25, 2009. This would be 10 hours and 40 minutes each day with a 1/2-hour lunch.
2. Employees with a 35-hour workweek will be scheduled for 28 hours in three days for the week of May 25, 2009. This would be 9 hours and 20 minutes each day with a 1/2- hour lunch, 7:30 AM to 5:20 PM or 8:00 AM to 5:50 PM.

Fourth of July falls on a Saturday this year and the holiday is scheduled for 7/3/09 which is a Friday. Therefore, the week of June 29 will be a regular work week with employees working four (4) seven (7) or eight (8) hour days.

Existing flextime schedules will terminate during the summer schedule. Please keep in mind that this four-day schedule extends from May 18, 2009 through August 21, 2009. August 21, 2009 will be the last Friday off and regular work hours will resume on Monday, August 24, 2009.

If you have any questions, please feel free to contact the Office of Human Resources at extension 4134.