

# FLEXIBLE HOURS PROGRAM

Week of Thanksgiving  
Winter Break  
Spring Break

In recent years, university officials have encouraged departments and units to adopt flexible work periods during the week of Thanksgiving, the December Winter break and the March Spring break. These flexible work periods were created to help the university save energy and operations costs during times of lower activity on campus. They also have drawn support from many university staff.

The flexible hours program's success and the tight budget outlook has promoted university officials to continue the flexible hours program for the foreseeable future. Each unit should develop its own schedules during these times with approval from the appropriate dean, director or vice president. The schedules should be determined on the premise that:

Week of Thanksgiving hours can begin the Monday prior to Thanksgiving and should conclude by the Sunday following Thanksgiving.

Winter Break hours can begin the Monday following fall semester commencement and should conclude by the end of the week before start of spring semester classes.

Spring Break hours can extend from Monday through Friday of the week identified as Spring Break in the Academic Calendar.

As schedules are developed, units need to maintain office hours that:

- Provide daily operational services such as public safety, utilities management, snow removal, on-going research projects, etc. throughout the year
- Provide daily operations for previously scheduled public service programs throughout the year
- Service customers/clients on a reasonable basis throughout the year

The use of flexible hours during these periods should be considered a voluntary program. Employees who don't wish to use flexible hours need not do so. Those who do must follow established policies for using vacation or compensatory time. At management's discretion, LWOP (leave without pay) may be granted. LWOP is not mandatory or required; both management and employees should make every effort to make balanced decisions based on business priorities and relevant guidelines. Employees who have been approved for LWOP will be paid for holidays that fall within the week of Thanksgiving or the Winter Break period.

Leave Without Pay (LWOP) may be used by employees during the Flexible Hours period of the week of Thanksgiving, Winter break and Spring break. It shall remain entirely Management's discretion to approve or disapprove leave of any kind when work remains to be completed.

In situations where Management has determined there is no work to be performed or there is time during the Flexible Hours period when there is no need for a complete staff, employees may request to use

LWOP, vacation, or compensatory time. Employees must make their request to use LWOP, vacation, or compensatory time in the aforementioned situations at least two (2) weeks in advance of the Flexible Hours period. Where there is no work to be performed, Management will grant the employees request for LWOP, vacation, or compensatory time. Where Management has determined there is work to be performed but does not require a full staff, employees who request to use LWOP, vacation, or compensatory time at least two (2) weeks in advance will be granted their requests, in seniority order, up to the number of employees Management has determined are not required to work. For requests received less than two (2) weeks in advance of the Flexible Hours period or within the Flexible hours period where Management has determined there is no need for a complete staff, Management may grant the requests and if granted will be done on a first come, first serve basis.

## Summer Hours

To assist the university in saving energy and operations costs and to provide relief for employees working in warmer offices during the summer, flexible hours of 7:30 a.m. – 4:00 p.m. with a shortened lunch break can begin the Monday following spring semester commencement and should conclude at least one full week prior to the start of fall semester classes. Each unit should develop its own schedule with approval from the appropriate dean, director or vice president. As schedules are developed, units need to maintain office hours that:

- Serve orientation participants during the summer
- Provide daily operational services such as public safety, utilities management, snow removal, on-going research projects, etc., throughout the year
- Provide daily operations for previously scheduled public service programs throughout the year
- Service customers/clients on a reasonable basis throughout the year