In recent years, university officials have encouraged departments and units to adopt flexible work periods during the weeks of Thanksgiving, winter break and spring break. These flexible work periods were created to help the university save energy and operations costs during times of lower activity on campus. The program has also drawn support from many university staff.

The success of the flexible hours program has prompted university officials to continue the program for the foreseeable future. Each unit should develop its own schedules during these times with approval from the appropriate dean, vice president or senior 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
- Maintain service to customers/clients

The use of flexible hours during these periods is voluntary. Employees who do not 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, leave without pay (LWOP) 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 and the winter break period.

LWOP may be used by employees during the flexible hours period of the week of Thanksgiving, winter break and spring break. It shall remain management’s discretion to decline leave of any kind when work needs to be completed.
If management has determined there is no work to be performed or no need for full staffing during the flexible hours period, 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. If there is no work to be performed, management will grant the employees request for LWOP, vacation, or compensatory time. If management has determined work to be performed 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. If requests are received less than two (2) weeks in advance of the flexible hours period or within the flexible hours period and management has determined there is no need for a complete staff, management may grant the requests on a first come, first serve basis.

**Summer Hours**

With exception of the administrative offices mentioned below, some university offices may implement flexible hours of 7:30 a.m. – 4:00 p.m., with a shortened lunch break, beginning the Monday following spring semester commencement and concluding no later than one full week prior to the start of fall semester classes. Units wishing to participate in the flexible hours program for the summer should develop their own schedules with approval from the appropriate dean, vice president or senior vice president. As schedules are developed, units need to maintain summer office hours that:

- Serve orientation participants during the summer
- Provide daily operational services such as public safety, utilities management, on-going research projects, etc.
- Provide daily operations for previously scheduled public service programs
- Maintain service to customers/clients

**Offices of deans, vice presidents, senior vice presidents and the president must be staffed from 8:00 a.m. until 5:00 p.m. Monday through Friday throughout the year, except holidays.**

Updated: April 22, 2013