



Policy # HR.303
Summer Schedule
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
Approved: 05/01/2024
Effective Date: 05/01/2024
Scope: Non-Faculty Employees
Last Revised: 06/01/2024
Last Reviewed: 06/01/2024

SUMMER SCHEDULE

University offices are closed for eight Fridays in the summer of each year. In return, from Monday through Thursday, full-time employees are expected to work an additional hour per day. Part-time employees are entitled to a pro-rata share of the full-time benefit.

The above may be modified to meet the demand of certain offices. For purposes of time reporting, each vacation or sick day taken while on summer schedule will be counted as eight (8) hours for full-time employees, A week off taken during the summer schedule is counted as a full work week.