



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: 05/01/2024  
Last Reviewed: 05/01/2024

## **SUMMER SCHEDULE**

University offices are closed for eight consecutive Fridays beginning the week of July 1<sup>st</sup> 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.