# SUMMER COMPRESSED WORKWEEK POLICY

The College offers employees the opportunity to work a summer compressed workweek schedule under the College's summer compressed workweek program. The summer compressed workweek is one in which employees continue to work their full weeks' worth of hours but in fewer than five days of the week. Each summer, the compressed workweek period will be published by the Human Resources Office and approved by the President. This is an optional benefit implemented at the sole discretion of the College and may be suspended, cancelled or amended at any time.

**The compressed workweek is optional**. Staff choosing to work a compressed workweek must submit a Summer Compressed Workweek Participation Form to their supervisors for approval. The supervisor must then obtain further approvals for the Vice-president of their area and forward the participation forms to the Human Resources Office.

## Implementation Plan and Operating Hours

Supervisors are responsible for maintaining coverage in their respective areas during the core operating hours of 8:00 AM to 4:00 PM, Monday through Friday. However, each supervisor can be flexible in applying individual work schedules while ensuring coverage during the core hours.

These guidelines encourage each supervisor to accommodate the needs and requests of employees during the summer schedule, particularly those who may have extenuating circumstances, as well as to consider the impact your decision may have on other departments/individuals. The following options exist:

Part-time employees should work with their supervisors to determine a schedule that works within the framework of their department.

Full-time employees may choose to:

A. maintain their current year-round schedules of five (5) eight (8) hour work days per pay week with a one-hour break during the day (35-hour work week); or

B. work four (4) ten (10) hour work days with a one-hour and fifteen-minute break during the day with start/end times and scheduled weekday out of the office to be coordinated within departments to maximize departmental coverage throughout the entire workweek (35-hour work week):

   **Option 1**: 7:00 am to 5:00 pm, four days per week with an hour and 15 minutes for lunch/breaks

   **Option 2**: 7:30 am to 5:30 pm, four days per week with an hour and 15 minutes for lunch/breaks

   **Option 3:** 8:00 am to 6:00 pm, four days per week with an hour and 15 minutes for lunch/breaks

   **Option 4:** 8:30 am to 6:30 pm, four days per week with an hour and 15 minutes for lunch/breaks

An employee who chooses to work a compressed workweek is expected to make every effort to schedule routine medical, dental, vision and personal appointments on his/her scheduled day off.

Note: Lunch hours cannot be taken at the beginning or the end of the workday.

***Scheduling cannot occur on a week-to-week basis***. Employees must select a schedule for the entire period.

**Opt-out Opportunities**. Employees who select a compressed work week schedule of four - 10 hour days, and who find the schedule unworkable, will have an opportunity to opt out at the end of the pay periods ending June 30 and July 15. This opt out will require written notice to the supervisor with a copy to the Human Resources Office and must be returned by the Opt-out deadline dates, as published each year in the participation form. Employees who opt out will return to working their normal schedules on the first day of the next pay period.

**July 4th Paid Holiday**

Full-time employees will receive seven (7) hours paid leave for the holiday. All full-time employees who are working a compressed workweek must use 1.75 hours of annual leave for the week of July 4th holiday to complete a thirty-five (35) hour week. A full-time employee whose scheduled day off falls on the July 4th paid holiday may substitute one other scheduled day off during the month of July. The employee and his/her supervisor will work out the specific arrangements for the scheduled day off, similar to the procedure used for scheduling vacation time. The employee and their supervisor will work out the specific arrangements for the scheduled day off, similar to the procedure used for scheduling vacation time.

## Reporting Time and Use of Leave

Employees will maintain current time reporting procedures. For full-time employees, any leave reported must complete the 35-hour week summer schedule.

Examples of how leave may be utilized with a compressed work week schedule include:

- If an employee working a compressed work week misses a day of work due to illness, the employee should use 8.75 hours of sick leave to complete work hours; If an employee works from 7 am – 12 pm, the employee would record 3.75 hours of sick leave (8.75 work day minus five hours worked equals 3.75 leave usage) for illness.

- If an employee working a compressed work week misses work due to an issue other than sickness, the employee should use appropriate leave for any hours not worked that equal up to 8.75 hours.

- If an employee working a compressed work week takes a week of annual leave, it must be recorded as either four (4) – 8.75-hour days or five (5) seven (7) hour days. The week cannot exceed thirty-five (35) hours.

- If an employee working a compressed work week takes a day of annual leave, it must be recorded as 8.75 hours.