

# Salisbury University Summer Hours Program FAQ

## Summer 2023

### **Q: What are SU's Summer Hours?**

A: From Friday, June 16 through Friday, August 4, eligible staff are permitted to follow a Summer Hours schedule that would enable them to leave two hours early each Friday.

Full-time staff who opt-in to the early Friday departure for the Summer Hours Program would be able to follow the below schedule:

- Monday – Thursday: 8:00am – 4:30pm
- Friday: 8:00am – 2:30pm

### **Q: What if my schedule will not allow me to leave early on Friday?**

A: The University recognizes that in some areas across campus, employees will not be able to leave two hours early. For those employees who follow a schedule that does not allow for early departures, the University is awarding individuals with two days (16 hours) of flexible leave, to be substituted for early departure times.

Please note that both the early departure and the flexible leave options result in a total of 16 hours and provide the same amount of paid time off regardless of the option chosen.

### **Q: Do I have to choose one of the two options?**

A: Yes, employees must notify their supervisors prior to June 16 about the Summer Hours selection they have made. Employees cannot choose to combine the options. For example: you cannot take one day of the flexible leave and use the remaining eight hours or leave to depart early on four Fridays throughout the summer.

### **Q: Can I use the flexible leave days to take four half-days?**

A: No, the flexible leave days must be taken as full days (8 hours).

**Q: Who is eligible for the Summer Hours Program?**

A: Full-time and part-time regular and C2 exempt and non-exempt employees are eligible to participate. Part-time regular and C2 exempt and non-exempt employees are only eligible for the two days of flexible leave, consistent with their FTE. C1 employees are not eligible for the Summer Hours Program. Employee who are on leave, including but not limited to leave without pay, accident leave, workers' compensation, or disciplinary action are not eligible to participate. Exempt and non-exempt employees whose salaries are funded by grants are eligible for the Summer Hours Program.

**Q: How do I record this time off on my timesheet?**

A: Regardless of whether you choose the early departure or the two days of flexible leave, you will need to account for this time on your timesheet. You (or your supervisor/designee if you use a time clock to swipe in/out each day) will record two hours of administrative leave for each Friday worked or record eight hours of administrative leave for each designated flexible leave day. Regardless of the option chosen, employees are asked to include the comment "Admin Leave Summer Hours" in the notes section of the timesheet when using this leave.

Employees selecting the two days of flexible leave will follow the same established protocols for requesting approval for the flexible leave days as they do when requesting annual leave.

**Q: Do I need to use this leave by a certain date?**

A: Yes, the time off associated with the early departure on Fridays must be taken each Friday between June 16 and August 4. If the flexible leave days were chosen, those two days must be taken before August 18. Any time off not used this date will be forfeited. It is not transferable nor will it be paid upon separation.

**Q: If I am already planning to use annual leave on a Friday, can I still receive the two hours of leave for the early departure option?**

A: No, Employees must report to work on early departure days in order to receive the two hours of administrative leave.