

Arkansas State University

Effective Date: 06/13/2022

Number: 07-29

Section: Human Resources

Subject: Modified Summer Work Schedule

Arkansas State University recognizes the benefit that employee work-life balance can have on employee morale and overall productivity. A modified summer work week allows employees to pursue personal interests during time normally spent at work. The university is choosing to implement this program since business demands on Fridays in the summer tend to decline. An added benefit is the reduction in utility costs.

Under this policy, the summer operating business hours for university departments and offices will be as usual on Monday through Thursday, 8:00 a.m. until 5:00 p.m. The business hours for university offices will be 8:00 a.m. – 12:00 p.m. on Fridays. Notable exceptions include Childhood Services, University Police Department, and Dean B. Ellis Library. All departments are required to be staffed until 12:00 p.m. on Friday for the duration of the summer schedule. Departments may adjust employee work schedules as long as these core hours are covered and employees maintain a 40-hour workweek.

Employee Schedules

Full-time employees will work four nine-hour days, Monday through Thursday, then a shortened day on Friday. Employees and supervisors have the option of two work schedules for nine-hour work days from Monday through Thursday:

7:30 a.m. until 5:00 p.m., with a 30-minute lunch break

8:00 a.m. until 5:30 p.m., with a 30-minute lunch break

On Friday, the majority of employees will work the final four hours of the work week from 8:00 a.m. until 12:00 p.m.

Discussions should take place between employees and supervisors to confirm department and employee work schedules and lunch breaks. The expectation is that offices will be open to the public from 8:00 a.m. until 5:00 p.m. Monday-Thursday, and 8:00 a.m. to 12:00 noon on Friday.

It is important to emphasize that a **40-hour employee work week is expected** during summer operating hours.

Holidays and Vacation

Holidays observed during summer operating hours will be granted as a full day of holiday pay. For example, when Independence Day, July 4th, falls on Monday-Thursday it will be granted as a nine-hour holiday.

Vacation or sick leave will be entered by the hour as usual. If an employee misses one nine-hour work day, they would simply enter nine hours of leave time. If they will be out an entire week, they would enter 40 hours of leave time.

Fitness Time

Those employees taking fitness hours on Fridays after 12:00 p.m. should discuss with their supervisor if the time can be moved to a different day or time. If so, the employee will need to submit a new fitness release form right before the summer hours begin.

Special Circumstances

Employees who experience considerable personal hardship due to the modified summer schedule may request a variance to their work schedule. The request for a variance for the summer schedule must be made in writing to the appropriate supervisor before the summer term for which the variance is requested, and the approved variance should be communicated with HR via HR@ASU.edu.

There may be special circumstances, occasional events, and/or official business activities during the summer months that require an office to be open later than noon on Fridays in the summer. Departments and supervisors who have employees working after the noon closing on Friday, in conjunction with HR, will determine customer service expectations.

This Arkansas State University operating procedure was approved by the Chancellor and the ASU System President, and generally goes into effect the Monday after Spring Commencement and ends the Monday after Summer Commencement.

An email announcement with specific dates and additional information will be sent out as early as possible before summer hours begin.

Revised on 03/27/2023