

## Summer Hours FAQs

**Q. Can my department allow all department employees to take vacation on Friday mornings so that we can close our office on Fridays?**

A. No, it is critical that departments remain staffed until noon on Fridays.

**Q. Can my entire department work remotely on “early Friday” mornings?**

A. A presence on campus during open hours is important for various reasons and departments must ordinarily remain open for walk-in business, visitors, mail and packages, and/or other business services. For special circumstances or special requests, supervisors should contact their divisional vice president.

**Q. If the “early Friday” hours put me over the 40 hours for the week because I worked extra on the other days of the week, will the early closure hours be calculated at the overtime rate?**

A. No, overtime pay is granted when an hourly paid employee physically works more than 40 hours in a week. “Early Friday” hours are not included in the calculation of overtime.

**Q. I am not designated “essential personnel” in my job description and my supervisor required me to work a full day on an “early Friday” due to a business need. Will I receive additional compensation for that time worked?**

A. No. If you are not “essential personnel” (indicated on your job description) and your supervisor requires you to work, they may allow you to take a different “early day” during the **same pay period**. Employees should code actual hours worked as “regular hours,” and early closure hours as “unscheduled close hours.” “Early day” hours, up to a maximum of 4 hours, are only to be used to bring an employee’s total hours for the day to their normally scheduled total hours. If an alternate “early day” is not taken during the same pay period, it will be lost.

**Q. I am a staff employee and am not designated as “essential personnel.” I was not required to work the full Friday; however, I chose to do so. Will I get time off at a later date or be paid extra for working during the closure?**

A. Employees choosing to work a full day on a “Summer Friday” do not receive time off on a later date and do not additional pay since the time is already

compensated. Employees should code actual hours worked as “regular hours,” and early closure hours as “unscheduled close hours.” “Early day” hours, up to a maximum of 4 hours, are only to be used to bring an employee’s total hours for the day to their normally scheduled total hours.

Example A: Sue normally works 8:30 am – 5:00 pm (7.5 hours) on Fridays. Sue chooses to report one hour earlier this Friday, at 7:30 am, does not take a lunch break, and Loyola closes at noon. Sue will record 4.5 regular hours worked and 3 hours of “unscheduled close” to bring the total number of hours for the day to 7.5. Early hours are not intended to bring employee hours above their normally scheduled hours.

Example B: Anton normally works 8:30 am – 5:00 pm (7.5 hours) on Fridays. On an “early Friday,” Anton chooses to work 8:30 am – 4:00 pm with a 1-hour unpaid lunch break, leaving at 4:00 pm. Anton will record 6.5 regular hours worked and 1 hour “unscheduled close.” Early hours are not intended to bring employee hours above their normally scheduled hours.

Example C: Keisha is a non-essential employee who chooses to work the usually scheduled hours, 8:30 am – 5:00 pm with a 1-hour unpaid lunch break, on an “early Friday.” Keisha will record 7.5 regular hours worked and 0 hours of “unscheduled close.”

**Q. Can I combine two early Fridays together to have a full day off once every two weeks during the “Summer Friday” period?**

A. Generally, no. However, multi-shift departments and essential personnel (as designated in the job description) that cover variable hours, in some circumstances, may need to provide an alternate “early Friday” schedule to cover the business needs of all shifts. In these cases, supervisors have discretion to implement an alternate schedule, allowing them to meet business needs. Delayed “early Fridays” must be taken within 4 weeks of the actual “early Friday” or those hours are lost.

**Q. My department normally works multi-shifts and variable hours (e.g., EVS, Facilities, Public Safety, Events) and does not work the usual Monday – Friday, 8:30 am – 5:00 pm schedule during the summer months. How will I receive “early Friday” leave?**

A. Employees in departments that normally work multi-shifts and/or variable hours should discuss this with their supervisor. Supervisors will make every effort to adjust the scheduled “early Friday” “unscheduled close” leave to allow employees to reduce their normal workweek by 4 regular hours during each of the “early Friday” weeks. This leave may be adjusted to other days of the week to support the business needs of special hours/shift departments.

**Q. I am designated “essential personnel” in my job description and my supervisor required me to work a full day on an “early Friday.” Will I receive additional compensation or receive a delayed “early Friday” for that time worked?**

A. Every effort will be made to provide essential employees with “unscheduled close” leave during the workweek. To allow the supervisor to meet business needs and maintain departmental coverage, an early day other than Friday (within 4 weeks of the original day) may be arranged.

If due to business reasons, the supervisor is unable to provide a day off during the same or upcoming workweek, the supervisor, at their discretion, may:

- 1) Permit the employee to accumulate up to 2 “unscheduled leave” occurrences (maximum of 8 hours) to be used within the next 4 weeks, or
- 2) Permit the employee to work a full workday on the “early Friday,” coding the hours physically worked as regular time. On a later date, within the next 4 weeks, permit the employee to take a delayed “early Friday.” On that delayed date, the employee will code the hours physically worked as regular time (“BNF”) and 4 hours unscheduled close (“UC”) hours. “UC” hours are ineligible for shift differential. Note that the delayed day will be determined by the supervisor and may or may not fall on a Friday.

The purpose of “early Friday” leave is to allow employees to take extra time off with their family and friends during the summer. Only in cases when it is not feasible for the supervisor to allow this or schedule a delayed/alternate “early Friday” within the upcoming weeks (i.e., 4 weeks from the original day), will the supervisor allow the additional 4 hours of “UC” pay in addition to the 4 hours of regular pay for time worked that week.

**Q. If I have a planned vacation on an “early Friday,” do I need to use 7.5 (or 8 hours, as applicable) of vacation?**

A. No. Employees would use applicable vacation, personal, or sick leave codes for hours up to noon, and “unscheduled close” leave (up to 4 hours) for afternoon hours (noon and later) on “summer Friday” days.

**Q. Who is responsible for managing unscheduled close (UC) hours in the timekeeping system?**

A. Supervisors are responsible for managing UC hours. While the payroll office may conduct periodic audits, supervisors are responsible for tracking hours to ensure the UC hours (regular and delayed) are recorded accurate and used appropriately.

**Q. I’m a part-time employee. How will “summer Fridays” benefit me?**

A. Part-time employees should refer to the employee handbook (Section 6.5.1.b) regarding paid holidays.