

## **YESHIVA UNIVERSITY**

### **Summer Hours**

**Policy:** In an effort to provide flexibility and benefit to employees and departments, YU offers the option of a compressed summer work schedule. Participation in this program is entirely voluntary on the part of the employees but will also depend on each departments' needs.

**Eligibility:** Full time staff, including union employees.

**Service Level:** We expect all departments to maintain the same level of service as during the academic year. It may, therefore, be impossible for some departments to implement a compressed work week for all or some of the summer. It will be up to the individual department heads to determine a schedule that works for their department. Department Heads are encouraged to find ways, if at all possible, that might allow for this flexibility, including having staff alternate weeks. The program will be administered on a department-by-department basis and the final decision for department participation rests with the department head and the vice president for each area.

#### **Compressed Summer Schedule (Summer Hours) Overview:**

Employees with Summer Hours may work a regular 4-day schedule, with start and ending times each day totaling 35 (37.5 where applicable) hours each week. Alternatively employees may arrange their normal hours in a different configuration that fits into the normal University work week.

Employees using an alternate schedule must change their voice mail and email message to indicate their schedule and the name and phone number of someone who can assist inquirers in their absence.

#### **How to Request Consideration for Summer Hours:**

Eligible employees who wish to exercise the option for Summer Hours must make their request in writing to their department head detailing the hours to be worked each week, totaling the employee's normal 35 hour or 37.5 hour workweek. Schedules for all department members must be coordinated to ensure coverage as needed by the department. Telecommuting from home will not be permitted on any scheduled day.

If participating in this program, no less than 30 minutes should be taken for lunch. Employees may not shorten the day by eliminating a lunch period.

#### **Considerations:**

In cases where a manager has several people performing similar jobs and has more requests for Summer Hours than the department can reasonably accommodate, a fair and impartial method should be used in determining which employees will be approved for Summer Hours. Consultation with HR is encouraged before making the final decision. Length of service, performance and attendance could be factors utilized in decision-making. Scheduled days off within a department must be distributed so that the efficiency and service of the department is not impacted.

The University retains the right to eliminate or not continue the Summer Hours program at any time. The department head or university retains the right to discontinue an individual's Summer Hours and return the employee to normal hours if the work schedule no longer meets the operational needs of the university, or if the employee's performance or attendance does not meet expectations.

**Accruals:**

The rate at which accrue paid time off is currently accruing will be applied to all time worked, so there is no diminishment of paid time off accruals.

**Holidays:**

If a University observed holiday occurs on a day that is within a Summer Hours schedule, the employee will be credited with holiday time equal to the number of hours in their normal day. Because Summer Hours work days are generally longer hours, the additional hours that are not worked on that day and not covered by holiday hours could be made up on another day **within that same week. It is recommended that employees revert to the University's normal weekly schedule during a week with an observed holiday.** If the employee does not adjust their schedule and is unable to make up the time, the employee will be paid for those hours by using available vacation hours in order to maintain normal paid hours of 35 (or 37.5).

**Other time off:**

Adjustments to a Summer Hours schedule may be required during any week in which the employee takes time off. Hours not worked during the Summer Hours week would be deducted from 35 (37.5 where applicable), and therefore, not paid. However the employee can make up the hours missed over the remainder of the schedule for that week, typically by reverting to the University's normal weekly schedule during a week in which vacation or sick time is taken, with department head approval. If the employee does not adjust their schedule and is unable to make up the time, the employee will be paid for those hours by using available vacation hours in order to maintain normal paid hours of 35 (or 37.5).