



YESHIVA UNIVERSITY “Summer Hours”

Policy: Compressed Summer Schedules (Summer Hours)

Eligibility: Full time staff, including union employees, or administrative employees with a minimum of six months’ service and a fully satisfactory performance and attendance record, excluding department heads and University vice president and officers.

Period: This is a trial policy which will be in effect from July 6, 2015 to August 15, 2015. Continuation of this policy will be subject to further review. The success of “summer hours” depends on maintaining services and operations in all areas of the University.

Compressed Summer Schedule (Summer Hours) Overview:

Yeshiva University believes that an alternative compressed summer work schedule (CSWS) may provide greater flexibility and benefit to both employees and University departments. This program is voluntary.

Summer Hours differ from a flexible work schedule in that an employee with Summer Hours will have a regular 4-day schedule, with standard start and ending times each day totaling 35 (37.5 where applicable) hours each week. Simply put, Summer Hours establishes a new regular work schedule for the employee during the summer period. The University still maintains current business hours: Monday through Thursday, from 9:00 am to 5:30 pm and Friday, from 9:00 to 2:30 pm, and expects that offices and operations will remain open 5 days a week and maintain current levels of service.

The Summer Hours program is administered on a department-by-department basis and due to the nature of the department requirements, some departments may not be able to participate. The final decision for department participation rests with the department head and the vice president for each area.

Eligible employees are defined as those who have been with the University for a minimum of 6 months in a full time staff or administrative position, excluding department heads and University vice presidents and officers, have fully satisfactory performance and attendance, and are able to identify appropriate coverage for the day they are not on campus.

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, identify specifically how their duties will be performed on the “off day” and who will perform those duties. Schedules must be coordinated to ensure coverage.

The Schedule:

The intent of Summer Hours is to allow an individual to work an *alternate normal schedule*. This means the same four (4) day schedule is the same every week. Once Summer Hours are approved, employees cannot change their new standard schedule at their discretion. Also, Summer Hours does not provide for telecommuting from home on any scheduled day.

If participating in this program, no less than 30 minutes should be taken for lunch. In other words, you cannot shorten the day by eliminating a lunch period.



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Employees on Summer Hours will be required to change their voice mail indicating if they are in the office or if they are out, and the name and phone number of the individual who can assist callers.

Exempt professional or administrative employees often work in excess of a normal workweek. Exempt employees on approved Summer Hours will be expected to check emails and messages throughout the “off day” and to be available if needed. Operational needs may necessitate working 5 days.

Non-exempt employees will be eligible for overtime as a result of a Summer Hours work schedule change unless they exceed the normal weekly threshold for overtime (35 or 37.5 hours if full time).

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 7 hours (or 7.5) of holiday time. Because Summer Hours work days are generally longer than 7 (or 7.5) hours, the additional hours beyond 7 (Or 7.5) that are not worked on that day and not covered by holiday hours could be made up on another day **within that same week**. To maintain a normal work week hours of 35 (or 37.5) the employee will be paid for those hours by using available vacation or personal hours if the employee is unable to make up the time.

If a University observed holiday occurs on a day that is not part of a Summer Hours schedule, the employee may request an alternate day off (one of their regularly scheduled days) during that holiday week. Since the University observed holiday provides for 7.5 (or 8) hours of holiday time and Summer Hours work days are generally longer than 7 (or 7.5) hours, the additional hours beyond 7 (7.5) that are not worked and not covered by holiday hours can be made up on another day **within that same week**. To maintain a normal work week hours of 35 (or 37.5) the employee will be paid for those hours by using available vacation or personal hours if the employee is unable to make up the time.

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, with department head approval. To maintain normal work week hours of 35 (or 37.5) the employee will be paid for those hours by using available vacation hours if the employee is unable to make up the time.