Summer 2017 Work Hours

Roosevelt University offers the opportunity for 4.5 day work schedule during a defined summer period for full-time administrative (exempt and non-exempt) and full-time clerical (non-exempt) staff. This benefit is offered to enhance job satisfaction and help employees balance the demands of the workplace with personal and family needs through a compressed work week. Employees who participate work longer hours for four days of the work week in exchange for a half day off on a fifth day of the work week.

The summer period for 2017 will begin on June 5, 2017 and end on July 28, 2017 excluding the 4-day work week in which the Independence Day holiday occurs in July.

During this summer of 2017, Roosevelt will remain open and available to the University community for full days on Monday through Friday. As such, managers and employees will collaborate and coordinate the 4.5 day work schedules to ensure that their departments are effectively staffed.

Participation in this benefit is voluntary for each eligible employee under the following conditions:

• Interested employees work with their managers to define an agreed-upon 4.5 day work schedule for the month of June and the month of July (excluding the Independence Day week). The schedule may include an earlier start time or later end time to work days. Shortening or skipping lunch/meal breaks cannot be used to extend the work day.

• On the scheduled half-day, employees are expected to work for 4 hours and not take a lunch/meal and rest breaks. Administrators and most clerical employees will shift 3.50 work hours to other days of the week. Clerical employees on the 35-hour per week schedule will shift 3.00 hours to the other days in the week.

• The deadline for submitting the June and the July requests is set by the manager and should be communicated to and be the same for all employees in the department. This allows managers to vary approved work schedules so that more popular half days, such as a Friday, can be rotated among employees in the same department.

• Schedules will be recorded in writing, signed by both manager and employee, and kept on file by the manager in the department for reference. Schedules should be communicated appropriately within a department.

• Employees may request a change in advance to an agreed-upon work schedule and the manager has the discretion to approve or deny it. Approved changes will be noted on the written schedule. Changes will not be made for emergency/unplanned absence such as illness.

• Exempt administrators who take vacation should record a full-day absence regardless of the scheduled work hours of the vacation day.

• Non-exempt administrators and clerical staff should record vacation/annual leave hours taken based on the agreed-upon work schedule of that day. The combination of work hours and vacation or annual leave hours in a given week should not exceed the work schedule of 35 or 37.50 hours unless the manager has approved extra paid work time for that week.

• The summer work hours will be in compliance with federal and state regulations regarding work hours.

HR 4/19/17