

**The University of Alabama in Huntsville
Summer Flex Schedule Guidelines
Effective May 23, 2018**

PURPOSE:

This document provides guidelines for a Summer Flex Schedule in which employees, with Supervisor approval, may choose to maintain a 4-day a week work schedule during a ten-week summer period while the employee's unit maintains business operations five days a week.

EFFECTIVE DATES: May 23, 2018 – July 31, 2018.

This is a ten-week schedule that correlates with the existing Wednesday through Tuesday payroll schedule.

FLEX SCHEDULE GUIDELINES:

- Employees, with Supervisor approval, may maintain a 4- or 5-day a week work schedule as long as the Supervisor's business unit is able to operate five days a week. The work week begins on Wednesday and ends on Tuesday.
- Employees may request a preferred flex work schedule. However, the supervisor will have final approval of which days an employee will work based on the needs of the unit.
- Employees employed at 1 FTE who work 5 days a week will maintain their normal work week schedule of 40 hours a week from 8:15 am to 5:00 pm with a 45-minute lunch period.
- Employees who work at 1 FTE and choose to work 4 days per week, with Supervisor approval, will have normal work hours from 7:15 a.m. to 5:15 p.m., with a 45-minute lunch period, for a total of 9.25 hours worked each day. The work week will consist of 37 working hours and 3 hours of administrative leave.
- Employees who work a reduced FTE (less than 100%) should adjust their work schedule accordingly.
- Supervisors can approve alternative schedules for those working 4 days per week as long as employees are present each day for the core hours of 9:00 am to 4:00 pm. For example, employees may arrive as early as 6:00 am or as late as 9:00 am to start the work day, and may depart ten hours after arrival. Supervisors must agree to the intended work schedule for each employee.
- Some units, such as custodial and maintenance staff, will maintain earlier start times as is currently in effect.
- Employees whose salaries are paid through contracts will be required to work in accordance with the terms and conditions of the contract. Supervisors should coordinate with the Office of Sponsored Programs to clarify specific terms and conditions that may apply.

OTHER CONSIDERATIONS:

Overtime:

- For non-exempt employees who are required to work overtime, the pay rate is calculated based on the normal pay rate for hours up to 40 hours per work week, and at 1.5 times the normal pay rate for hours over 40 hours per work week. Employees may also earn compensatory time instead of overtime pay. Compensatory time is earned at the rate of 1.5 hours for each hour worked over 40 hours per work week. Accrued compensatory time may not exceed 240 hours (i.e. 160 hours of overtime worked). Overtime and compensatory time must be preapproved by the supervisor.

Leave and Holidays:

- For those working 5 days a week, vacation, sick, and personal leave is based on an 8-hour day.
- For those working 4 days a week, vacation, sick, and personal leave is based on a 9.25-hour day.
- Memorial Day is observed as usual on Monday, May 28, and the 4th of July will be observed as usual on Wednesday, July 4. Employees whose scheduled day off is on Monday may take a deferred holiday on or before July 31, 2018.

Payroll:

- Timesheet due dates and pay dates are unchanged.
- The Payroll Office will provide additional guidance on how to record hours worked and complete biweekly timesheets.