



MEMORANDUM

TO: Faculty and Staff

FROM: Robert A. Altenkirch

DATE: April 12, 2018

SUBJECT: Summer Flex Schedule

This summer we will follow the same flex schedule that we did last summer in which units will be open five days a week, Monday through Friday. Employees, with Supervisor approval, will have the option of working four or five days a week, as long as the employee's office/unit is able to function five days a week. Guidelines and additional details are provided in the attached document.

With the summer flex schedule as outlined above, employees who choose to work four days a week maintain the same benefits of such a work schedule as was the case last summer, e.g., time during the work week to conduct personal business, additional weekend time with family, reduced commuting costs, etc., while we conduct university business five days a week.

Thanks,

Bob