

The University of Alabama in Huntsville
Summer Flex Schedule Guidelines
Effective May 27, 2015

PURPOSE:

This document provides guidelines for a Summer Flex Schedule where the University maintains a 4-day work schedule and is closed every Friday.

EFFECTIVE DATES: May 27, 2015 – August 4, 2015.

This is a ten-week schedule that correlates with the existing Wednesday through Tuesday payroll schedule. The first Friday of application is May 29, 2015 and the last Friday is July 31, 2015.

FLEX SCHEDULE GUIDELINES:

- The University will be closed on Fridays for normal business operations.
- Standard Monday through Thursday work hours will be 7:15am-5:15pm. Employees are scheduled for four 10-hour days, which includes a 45-minute lunch break and 37 working hours.
- Supervisors can approve alternative schedules 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 departments, such as janitorial and maintenance staff, will maintain earlier start times as is currently in effect.
- Certain units and buildings will continue to operate under the currently existing regular 5-day schedule with the approval of the appropriate Vice President. Examples for which a 4-day work schedule will not be implemented include the following:
 - SMAP
 - Cramer Hall
 - Rise School
 - Von Braun Research Hall
- For units that must remain open (e.g., Cramer Hall), center directors and unit heads have the option of allowing select employees to work the 4-day work schedule on a case-by-case basis.
- 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.

- For individuals who may need to work occasionally in a facility that is closed on Friday should contact Facilities Operations to make arrangements to condition the space in which they will be working. Such request should be held to a minimum.

OTHER CONSIDERATIONS:

General:

- Employees who must come in on a Friday (occasionally):
 - **Non-exempt** – employee receives an equivalent amount of time off within the same work week or is paid overtime.
 - **Exempt** – with supervisor's approval, time worked may be used for a future day off, which must be taken before August 4, 2015. This provision applies only to the summer flex schedule.

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.

Leave and Holidays:

- Vacation, sick, and personal leave is based on a 10-hour day.
- Memorial Day is observed as usual on Monday, May 25, with Friday, May 29 as the first Friday of University closure for those employees included in the flex schedule for this summer.
- Observance of the 4th of July holiday is changed to Thursday, July 2nd instead of Friday, July 3rd.

Payroll:

- Timesheet due dates and pay dates are unchanged.