

Summer Optional and Limited Alternative Work Schedule Benefit - Staff

Q&A:

Q: Can I still use my wellness time?

A: Yes, you may still earn up to 1.5 hours per week if you work out at least 30 minutes for 3 days and submit your schedule adjustment to your supervisor for approval.

Q: Can I work from home?

A: At this time, the summer program does not include a remote work option.

Q: Where do I submit my forms/department plan?

A: Forms/department plans are maintained at the department level. Communication to end users of the final plan should be provided using the best practices described in the plan document/presentation.

Q: What about Holiday weeks? For example, on Memorial Day week, if an employee's approved summer schedule is to have Monday's off, they will not get a Holiday that week.

A: We expect that on Holiday weeks, adjustments may be made to the schedule for equity purposes. For example, during the week of Memorial Day, an employee who typically has a summer schedule with Mondays off, may work with their supervisor and use Tuesday as their "off" day that week. The supervisor and employee are free to make any additional, agreeable schedule adjustments during that week if needed, including use of earned wellness hours (up to 1.5 per week) or available leave. (For payroll processing purposes, the extra 2 hours for Holidays for non-exempt employees who work 4, 10 hour days will need to be input by the Manager, as has been done in prior years).

Q: Do I have to work an alternative schedule or can I keep my current schedule?

A: No, you do not have to work an alternative schedule and may keep your current schedule. We encourage working with others in your department to request or not request an alternative schedule based on what is best for you and to work with others to accommodate what is possible for others.

Q: As a supervisor, do I have to approve all alternative schedule requests?

A: No, supervisors must consider each request and develop a plan that accommodates what is possible to enhance work-life balance, while primarily ensuring continuing operation as needed.

Q: Usually, we can only enter time off requests in increments of 4 hours. What do we do for time off during summer flex, when a half-day or day off may be comprised of a different number of hours due to the use of a flexible schedule approved in the Summer Optional and Limited Alternative Work Schedule Benefit program?

A: For summer flex, you may enter time off requests in increments between 4 to 10 hours to allow for a half-day or full-day off to be calculated based on the use of an approved flexible schedule.