

Salisbury University Summer Hours Program FAQ

Summer 2023

Q: What are SU's Summer Hours?

A: From Friday, June 16 through Friday, August 4, eligible staff are permitted to follow the Summer Hours schedule that would enable them to leave two hours early each Friday.

Full-time staff who opt-in to the early Friday departure for the Summer Hours Program would be able to follow the below schedule:

- Monday – Thursday: 8:00am – 4:30pm
- Friday: 8:00am – 2:30pm

Q: What if my schedule will not allow me to leave early on Friday?

A: The University recognizes that in some areas across campus, employees will not be able to leave two hours early. For those employees, the University will provide an alternative departure time.

Please note that both the early departure and the flexible leave options result in a total of eight hours and provide the same amount of paid time off regardless of the option chosen.

Q: Do I have to choose one of the two options?

A: Yes, employees must notify their supervisors prior to June 16 about the Summer Hours option they have made. Employees cannot choose to combine the options. Employees cannot take one day of the flexible leave and use the remaining eight hours or more on Friday early on four Fridays throughout the summer.

Q: Can I use the flexible leave days to take four half-days?

A: No, the flexible leave days must be taken as full days (8 hours).

Q: Who is eligible for the Summer Hours Program?

A: Full- time and part- time regular and C2 exempt and non-exempt employees are eligible to participate. Part- time regular and C2 exempt and non-exempt employees are only eligible for the two days of flexible leave, consistent with their FTE. C1 employees are not eligible for the Summer Hours Program. Employee who are on leave, including but not limited to leave without pay, accident leave, workers' compensation, or disciplinary action are not eligible to participate. Exempt and non-exempt employees whose salaries are funded by grants are eligible for the Summer Hours Program.

Q: How do I record this time on my timesheet?

A: Regardless of whether you choose the early departure or the two days of flexible leave, you will need to account for this time on your timesheet. You (or your supervisor/designee if you

~~are a Time Clock) will record this time on your timesheet. You (or your supervisor/designee if you~~

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