



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Four-Day Work Week – Summer Work Hours

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Implementing Procedure For Policy # 6.14

Date Approved: 05/07/08

Division: Administration & Finance

The College implements a 36-hour work week for the summer months. In order to allow more accessibility to the College, the daily work hours for the summer are from 7:30 a.m. to 5:30 p.m., Monday through Thursday. This schedule allows for a required one-hour lunch break. College offices will be open between those times. Exceptions will apply in areas such as Enrollment Services, the Cashiers' Office, and the Information Center. These specific areas will open at 7:30 a.m. and will close at their regularly scheduled times.

The number of 36 hour work weeks will be determined and announced annually.

Note for Faculty

Faculty working during the four-day summer work week should plan accordingly.

Note for Career, Professional & Administrative Staff

Employee leave allocation and usage will be handled in the same manner each summer. Since leave is tracked on an hourly basis, the following will apply:

- If an employee takes one entire day off, nine (9) hours will be deducted
- If an employee takes a partial day off, the actual number of hours off will be deducted
- If an employee takes an entire week off, thirty-six (36) hours will be deducted
- Each employee's leave will continue to be earned using the same formula as during the regular work year

Note for Counselors & Librarians

Employees who work less than twelve months on a variable duty schedule will need to make adjustments in order to adapt to the four-day schedule.

There are a couple of ways employees can adjust their schedule to the 36-hour work week. These suggestions are based on the premise that your original schedule was developed using a 7.5-hour workday and built around a 37.5-hour work week.

First, your new schedule should reflect a total of 36 hours. For example, if you were scheduled to take off a Friday (7.5 hours) during the summer, you were scheduled to work 30 hours during the remaining days of the week. Given the change to a 36-hour work week and assuming that you reschedule the day off to another day of the week, you should plan to work 28.5 hours (36 hours minus 7.5 hours) during the rest of the week. The work day for the three days should be for 9.5 hours per day or some variation thereof that totals 28.5 hours.

If you choose to work the full 36 hours (four 9-hour days) during a week in which you had planned to take off Friday, you save 7.5 hours to take off during another week.

If you have been scheduled to take off an entire week, there is no adjustment necessary.

There may be other scenarios that could be mutually agreeable to the employee and their supervisor. Please remember that all modifications of variable duty schedules should be made in consultation with your supervisor and must be approved by the administrator prior to the end of the spring semester. The revised schedules should be forwarded to the Human Resources Office. Also, please remember that the summer work schedule will impact on the way you plan your schedule for each fiscal year.

Note for Appleton Museum of Art

Employees at the Appleton Museum of Art will work the same 36 hours per week during the summer, but due to the hours and days of operation of the museum, employees will work individually assigned schedules approved by the Director.

Note for Part-Time Employees

Your work schedule may be adjusted by your supervisor in order to allow you to continue to work the number of hours you are currently scheduled or may be adjusted by eliminating Friday hours.

Vice President, Administration and Finance

Date

Approved by President

Date