



Summer Hours Frequently Asked Questions (FAQs) 2022

What are summer hours?

This is the practice of adjusting the core business hours on Fridays from 8:30 a.m. - 4:30 p.m. to 8:30 a.m. – 12:30 p.m. during the summer. This provides a benefit of 4 hours of leave per week during the summer (pro-rated for regularly scheduled reduced hours employees).

When do summer hours begin?

For 2022, we will begin summer hours by closing at 12:30 p.m. on Thursday, May 26 (as a head start to the floating holiday on May 27 and the Memorial Day holiday on May 30). In addition, no summer hours will be allotted for Friday, July 1, since the College is closed for a Floating Holiday that day as well. The last Friday that summer hours will be in effect this year will be Friday, August 12.

Will the College be closed on any other dates in the summer?

The College will be observing a floating holiday on Friday, May 27 and the Memorial Day holiday on Monday, May 30. In addition, a floating holiday will be observed on Friday, July 1 and the Independence Day Holiday will be observed on Monday, July 4.

What time would my work day end?

In general, regularly scheduled, active, full-time employees who work during core business hours, 8:30 a.m. – 4:30 p.m. should plan to work from 8:30 a.m. – 12:30 p.m. with no wellness/lunch period on their last work shift of the week; however, a 15-minute break may be observed.

Employees who work regularly scheduled full-time or part-time shifts outside of core business hours, may arrange a flex-time adjustment with their supervisor, with the intent for one shift per week to be reduced. (See [Summer Hours Benefit Accrual Rates](#))

Can I flex my schedule/hours during the week, rather than just observing summer hours for 4 hours on a Friday?

As noted in our Flexible Work Arrangement policy, within the Employee Handbook, Albright is committed to supporting work/life balance. Employees are encouraged to discuss their schedule with their supervisors, and supervisors are encouraged to be as flexible as possible while ensuring coverage for the department is met during times when the college is open. We recognize that not every position or department may be able to be as flexible as others, so having open communications with your supervisor is important.

What if I work part-time, but my schedule is a full 8-hour shift on a Friday – can I leave at 12:30 p.m.?

Depending on your pro-rated summer hours benefit accrual rate, you should reduce your last work shift by the amount of pro-rated hours you receive. For example, if you work 3, 8-hour days (during core business hours), you qualify for a weekly summer hours benefit of 2.5 hours. In this example, you would leave work at 2:00 p.m. on your last scheduled work shift for the week. If you normally work a full shift on a Friday and would prefer to leave work at 12:30 p.m., you may discuss a flexible work schedule arrangement with your supervisor (i.e. work 9 hours 2 days, and come into work 30 minutes early on Friday).

Do these hours apply to everyone, in all departments?

The College and many departments essentially are open 24/7. In order to accommodate those who cannot observe adjusted business hours on Fridays during the summer, flex-time adjustments can be scheduled with the supervisor to use this benefit.

How do I know how many hours I have available to use as “summer hours” for my paid time off as a non-exempt employee?

All active, non-exempt, regularly scheduled employees will receive a deposit of hours equal to the benefit of adjusted core business hours for the entire summer. Part-time, non-exempt, employees, that are regularly scheduled to work 20 or more hours per week, will receive a pro-rated deposit of hours based on the accrual table (see [Summer Hours Benefit Accrual Rates](#)). This deposit of paid leave, called “summer hours,” will be added to the Dayforce system.

How do I know how many hours I have available to use as “summer hours” for my paid time off as an exempt employee?

All active, exempt employees, that are regularly scheduled to work 20 or more hours per week, may use summer hours as described for non-exempt employees; however, a deposit of hours will not be shown within Dayforce and there is no need to submit time away from work requests.

Employees that normally work less than 40 hours per week can refer to the [Summer Hours Benefit Accrual Rates](#).

Can every office take advantage of this benefit?

We would like as many people as possible to benefit from summer hours in order to enhance work/life balance. Each divisional vice president has the authority to approve flexible adaptations to this summer schedule, while honoring the intent to reduce the weekly summer work obligation of all regularly scheduled employees.

How will summer hours be tracked?

The College and many departments essentially are open 24/7; therefore, not every employee and every office can close at 12:30 p.m. on a Friday. For the summer of 2022, all regularly scheduled, full-time, non-exempt employees will receive a deposit of 44 “summer hours” in

their Dayforce account (11 weeks x 4 hours per week), and all those working a minimum of 20 hours per week, but less than 40, will receive a pro-rated amount. (See [Summer Hours Benefit Accrual Rates](#))

Similar to vacation and sick time for non-exempt employees, the request for usage of summer hours will need to go through the *Time Away from Work* request and approval process in Dayforce. Note: Exempt employees will not use the Time Away from Work request and approval process in Dayforce.

This deposit of hours can only be used during the summer and will allow employees to more easily flex their hours to accommodate both personal and College needs. Once the bank is created, non-exempt employees can begin requesting time off in Dayforce for dates between May 26 and August 12. Any unused hours will be forfeited if not used by August 12, or if separated from the College prior to that date. The summer hours deposit of time may only be used by employees who are considered “active” and available to work, and is not time that is eligible for payout if an employee is on leave or separates from the College for any reason.

Summer Hours Benefit Accrual Rates

The following schedule applies to the summer hours benefit accruals for regularly scheduled employees who work 12 months of the year.

<i>Average Weekly Hours</i>	<i>Weekly Hours Benefit</i>	<i>Maximum Hours Accumulation Balance</i>
36-40 Hours Per Week	4	44
31-35 Hours Per Week	3.5	38.5
26-30 Hours Per Week	3	33
21-25 Hours Per Week	2.5	27.5
20 Hours Per Week	2	22

Employees who work 10-month or 11-month schedules will receive an amount of hours that coincides with the number of Fridays they are expected to work during the summer hours timeframe. HR will work with individual managers to ascertain specific dates for those employees.

What if I have a vacation, personal day, or sick day on a Friday where summer hours are in effect?

Summer hours may be combined with vacation, personal, or sick time. Your supervisor must approve all requests for *Time Away From Work*, including the use of summer hours.

Exempt employees that have a day off on a Friday, only need to request a ½ day for the absence (personal, vacation, sick) as the other half of the shift is paid through summer hours.

As a manager, do I need to approve the summer hour requests coming through Dayforce?

Non-exempt employees will need to submit a *Time Away From Work* request in Dayforce for each shift in which they use the summer hours benefit. Managers need to approve these requests in Dayforce. The approval process is required for summer hours to populate employee timesheets and to ensure employees are paid for this time. *Note: summer hours are considered "hours not worked" for overtime calculations.*

Exempt employees may observe the adjusted business hours; however, they are not required to submit a *Time Away From Work* request in Dayforce.

Whom should I ask if I have questions about this benefit?

Your supervisor or a representative from Human Resources, or email HRIS@albright.edu.