



## Human Resources

### Frequently Asked Questions (FAQs) for Summer Four-day Work Week Schedule

**Q1:** What is the Summer Four-day Work Week Schedule?

**A1:** Starting the first Monday in June and ending the first Thursday in August, most University employees will work a compressed work schedule. Employees will still be required to work a minimum of 37.5 hours in a work week but will do so in a four-day Monday-Thursday compressed work schedule.

**Q2:** What are the days/hours for the summer Four-day Work Week Schedule?

**A2:** Monday – Wednesday: 7:30 a.m. to 6:00 p.m.  
Thursday: 7:30 a.m. to 5:30 p.m.

A one-hour lunch break is included in the work day and employees will continue to be eligible for two breaks, in accordance with TSU policy. Employees may not skip the lunch hour and leave one hour early.

**Q3:** Why has the University implemented a Four-day Work Week Schedule for the summer?

**A3:** To promote the efficient delivery of services during the summer months and reduce energy costs and the University's carbon footprint.

**Q4:** Which employees are considered essential personnel?

**A4:** Currently, the Police department, Facilities, Residence Life, Summer Programs, and Athletics have been deemed to be essential units for the purposes of this policy, with some personnel in those units deemed as essential personnel. The President has the authority to designate other units/personnel as essential.

**Q5:** Does the Four-day Work Week apply to me if I am a TSU employee, but do not physically work on the main campus or on the Avon Williams site?

**A5:** Yes, unless you are notified otherwise.

**Q6:** Can I opt out of the Four-day Work Week schedule?

**A6:** Generally, no. If there is a hardship and adequate supervision in the department, employees may request to continue to work the five- day work schedule.



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- Q7:** If an employee requests vacation or sick leave for one full day during the Four-Day Work Week Schedule, how many hours should be recorded on the request for leave form?
- A7:** If you are an employee subject to the Four-day Work Week Schedule, you should record 9.5 hours for requests for leave on Monday-Wednesday and 9.0 hours for requests for leave on Thursday. During the week of Independence Day, the request should be for 7.5 hours per day.
- Q8:** How will the summer Four-day Work Week Schedule impact sick and vacation accrual rates?
- A8:** The summer schedule will not affect leave accrual rates.
- Q9:** How will the Four Day Work Week Schedule affect holidays?
- A9:** Only one University holiday will be affected by the four-day work schedule – Independence Day (the Fourth of July). The campus will be closed on July 4th each year to observe Independence Day (7.5 hours). During the week of Independence Day, the University will operate a regular work week schedule: Monday through Friday, 8:00 a.m. – 4:30 p.m., 7.5 hours each day, with one (1) hour for lunch. Requests for leave on one or more of the workdays during the Fourth of July week shall follow the 7.5 hour regular workday allocation.
- Q10:** How will the Four-day Summer Work Week affect the summer class schedule?
- A10:** The Four-day Summer Work Week will not affect the class schedule because classes are not generally scheduled on Fridays.
- Q11:** How will the Four-day Summer Work Week Schedule affect bereavement leave?
- A11:** Employees may use up to 22.5 hours (or 3 days) if they are scheduled to work 37.5 hours per week.