



**HUMAN RESOURCES
MEMORANDUM**

To: Administrators, Staff, and Faculty
From: Teri Phillips
Re: Summer Schedule
Date: April 10, 2015

In order to accomplish the objective of providing excellent service while still maintaining the employee benefit of additional time off throughout summer, administrators and staff will be given flexible time-off options to be coordinated within their respective areas.

All university offices are expected to be open for regular business hours, and not close on Friday afternoons. Offices are to follow their regular business schedule, on a reduced staff basis if appropriate. Departments are requested to develop staffing plans to be approved by the appropriate Vice President.

Employee Benefit Highlights

1. Full-time staff and administrators (1.0 annual FTE, 40 hrs/wk) in a “with benefits” status will be eligible to receive 40 hours (or 5 days) of paid time off during the summer months. For 2015 this benefit will be available from June 1 through August 14.
2. Part-time staff and administrators (.5 annual FTE or more, regularly scheduled to work in June, July or August) in a “with benefits” status are eligible for this benefit on a prorated basis.
3. Employees hired in a “with benefits” status will be eligible to receive this benefit during their first full week of employment.
4. All summer scheduled time off should appear as other non-work hours on your time sheet with the code “SH.” When vacation time is combined with this extra summer time off in order to take a day away from work, the number of hours of each should be reported. For example, a full-time employee who takes a day off might report 4 hours vacation time and 4 hours summer schedule time off. (See the time sheet instructions for recording two types of non-work time on the same date.)
5. Time is not required to be earned before it is taken. For a full time employee, 40 hours will be available for use starting June 1. PLU will deduct the value of used but unearned summer holiday hours from final pay in the event of voluntary termination. **All time not taken by August 14 is lost and may not be carried forward, nor compensated.**
6. Staff employees must be approved to work more than 40 hours in a week in order to receive overtime pay for extra hours. The summer holiday benefit is intended to shorten your workweek. This benefit will not be paid as extra hours if you work a normal workweek. If you are unable to reduce your workweek, the time may be banked and used no later than August 14. Employees not currently working due to FMLA unpaid leave are not eligible for the summer holiday benefit. Those individuals not regularly scheduled to work during the summer are also not eligible for the benefit.
7. Department heads are encouraged to work within their areas to develop the work and time-off schedule that best meets the needs of the office and, to the greatest extent possible, the time-off preferences of each employee.

If you have any questions about the summer schedule, please contact me at ext. 7187. Thank you.