



**HUMAN RESOURCE SERVICES
MEMORANDUM**

To: Staff and Faculty
From: Teri Phillips
Re: Summer Schedule
Date: May 3, 2017

In order to accomplish the objective of providing excellent service while still maintaining the employee benefit of additional time off throughout summer, 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.

Employee Benefit Highlights

1. Full-time staff (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 2017 this benefit will be available from June 5 through August 18.
2. Part-time staff (.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 be reported on your time sheet. If you are hourly, you will report your summer hours online choosing “Summer Flex For Hourly.” Salaried employees will continue to report summer hours on the paper time sheet as non-work using 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.
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 5. 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 18 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 18. 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 Human Resources x7185. Thank you.