

## Summer Hours and Compressed Workweek Policy for Staff

**Purpose and Policy Statement:** The College values the hard work and dedication of its employees. This Policy provides employees an additional half day of paid time off on a weekly basis to use on Friday afternoons, together with the opportunity to work a compressed work week to take an additional half day off on Friday mornings.

**Applies to:** Non-faculty staff (including faculty with 12-month administrative appointments) and full-time benefits eligible employees (i.e., employees who are regularly scheduled to work at least 27.5 hours per week 48 weeks per year during July and August).

### Definitions:

**Summer Hours:** Summer Hours are an award of a half day of paid time off each Friday afternoon beginning the first week after the week of the Fourth of July and continuing for 6 weeks (“the summer hours period”). Summer hours cannot be saved, accrued, or used at any other time other than the summer hours period.

**Compressed Workweek:** A compressed workweek allows an employee to choose to work their regularly scheduled hours in less than the traditional number of workdays.

**Explanation:** A full-time, regularly scheduled employee who works 40 hours a week would work 36 hours in four days by either starting work before their normal start time or ending work after their normal end time. In no case may the employee’s lunch break be eliminated as part of the compressed work week. **Example:** Employee A, a full-time exempt employee, regularly works 8:30 a.m. to 5 p.m. Monday through Friday and takes a half-hour lunch break each day. On Monday, July 10 through Thursday, July 13, Employee A will start work at 8:00 a.m. and stop work at 5:30 p.m. while continuing to take a half hour for lunch. By Thursday evening, Employee A will have worked an additional four hours. Employee A will not work on Friday because they have worked an additional 4 hours during the compressed work week.

**Modified Department Schedules:** Departments are encouraged to staff their offices Monday through Thursday. However, some departments may need to remain open 5 days a week and, therefore, should adjust schedules accordingly to allow their staff to take advantage of the compressed work week and summer hours. Departments may modify their office hours to accommodate the extended work days during the summer hours period. Any modifications to schedules during the summer hours period should not lead to overtime or additional budget hours; please plan accordingly.



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**Amendments:** This policy may be amended, modified, supplemented, or replaced, in whole or in part, at any time and from time to time by the College.

**Policy Owner:** The Office of Human Resources.