



Pilot: Summer Hours FAQs

Summer Hours Time Entry Guide		
Employee Classification ¹	Minimum Time Entry to Use Summer Hours	Total Amount of Summer Hours Awarded Weekly
Employees scheduled to work 40 hours a week	36 hours (inclusive of time worked and accrued paid time-off)	4 Hours
Employees scheduled to work 37.5 hours a week	33.75 hours (inclusive of time worked and accrued paid time-off)	3.75 Hours
Employees scheduled to work 35 hours a week	31.5 hours (inclusive of time worked and accrued paid time-off)	3.5 Hours
Employees scheduled to work 27.5 hours a week	24.75 hours (inclusive of time worked and accrued paid time-off)	2.75 Hours

Updated 7/20/2022: Please note summer hours are intended to give employees additional time off if departmental operations allow. Summer hours are an award calculated based on an employee's regularly scheduled hours. Summer hours are used **to satisfy the gap of hours between the employee's minimum amount of hours** that must be worked each week (column 2) and the employee's **total** regularly scheduled weekly hours (column 1).

Example 1: Employee A is regularly scheduled to work 40 hours a week and has a compressed work week schedule for the summer, where Employee A works 9 hours a day 4 days a week. If Employee A works 37 hours due to the operational needs of the department, Employee A's time card must be manually adjusted to reflect a total of **3 summer hours**.

Rule: The addition of summer hours to an employee's timecard is not permitted to exceed the employee's regularly scheduled weekly hours.

¹ To be eligible for Summer Hours, employees must be benefit eligible and work a minimum of 27.5 hours weekly during July and August 2022.



Example 2: Employee B is regularly scheduled to work 40 hours per week and works 34 hours. Employee B is 2 hours shy of their 36 minimum weekly hours. Therefore, Employee B **is not eligible** for the award of 4 summer hours, as their weekly minimum hours were not met.

Rule: If employees do not meet their weekly minimum hours, they will not be awarded summer hours. However, employees have the option, with manager or supervisor approval, to use accrued and available paid time off to meet their weekly minimum hours. For additional context regarding this scenario please see questions 4 through 6 below.

1. My department must remain open on Fridays. How can my staff take advantage of the pilot program for summer hours?

The needs of individual departments will vary. If operational needs allow, departments should reduce staff on Fridays. Some options for managers include:

- Alternate the day off for Summer Hours (e.g., if a day off on Friday is not an option, allow the employee to take Monday or another day of the week) and have the employee work a compressed workweek the remaining four days of the week.
- If employees must work all five days, consider scheduling employees for half the day on Friday, with one staff member working in the morning and their colleague working in the afternoon. This would not require a compressed workweek, but will still provide Summer Hours (half day off).
- Reduce the hours of operations on Fridays
- Allow staff to alternate summer Fridays, meaning that staff members could be scheduled to work every other Friday. If this schedule is chosen, the employee would not have to work a compressed work week, as the Summer Hours accrued on a weekly basis would be applied every other week, allowing the employee to take a full work day of Summer Hours every other Friday. If this schedule is selected please contact Nancy Letendre or Jean Leavitt via email at kronos@holycross.edu in Human Resources.

Department heads are encouraged to be creative and flexible to ensure their staff can take advantage of summer hours.

2. How do I record Summer Hours on my timesheet?

Non-exempt employees must report hours worked on their timesheet; remaining hours should be recorded as Summer Hours.



Part time, Seasonal, and Temporary employees (including students) are not eligible for Summer Hours and will be paid for hours worked. To be eligible for Summer Hours, an employee must be benefits eligible and work a minimum of 27.5 hours per week in July and August 2022.

3. Are Summer Hours included in overtime calculations?

No. Overtime is calculated on hours worked. Summer Hours are not included in overtime calculations.

4. If I call out sick how does that impact my summer hours?

If you are out of the office due to illness, the absence must be recorded as sick time. Employees must work or use accrued paid time-off (which would include sick time) to meet a weekly minimum number of hours, per the chart above, to be eligible for Summer Hours.

5. Can I use vacation time instead of working a compressed work week?

Vacation time may be used with supervisor approval to meet the minimum number of weekly hours.

For example: Full-time employees who work 40 hours a week would enter four hours of vacation time on Friday (and must enter a minimum time entry of 36 hours) to be awarded four hours of Summer Hours on Friday afternoon.

6. I have scheduled to be on vacation for a week this summer, will I be awarded Summer Hours?

Yes, employees must enter the minimum amount of time to be eligible for the Summer Hours, see chart above to identify the minimum amount of time needed for Summer Hours.

For example: A full-time employee who works 40 hours a week must enter 36 hours of vacation time and they will receive 4 hours of Summer Hours that week.

7. I will be out on medical leave during July and August; will I receive Summer Hours?

No, employees must actually be scheduled to work a minimum of 27.5 hours weekly during July and August 2022 (subject to any authorized use of paid time off) to be eligible for Summer Hours.