

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

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 half day off on Friday is not an option, allow the employee to take a half day off on Monday or another day of the week) and have the employee work a compressed workweek the other four days.
- 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

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.



- 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 awarded aggregately and applied every other week totaling a full work day of Summer Hours on Fridays. 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.

How do I record Summer Hours on my timesheet?

Non-exempt employees must accurately report the hours worked on their timesheet. The 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 only for the 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.

Are Summer Hours included in overtime calculations?

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

What if I call out sick how does that impact my summer hours?

If you are out of the office due to illness, the full day must be reported as sick. Employees must work or use accrued paid time-off to meet a weekly minimum number of hours, see chart above, to be eligible for Summer Hours.

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.



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.

I will be out on medical leave during the summer, will I receive Summer Hours?

No, employees must report to work to be eligible for the Summer Hours.