# Salisbury University Summer Hours Program FAQ Summer 2023

#### Q: What are SU's Summer Hours?

A: From Friday, June 16 through Friday, August 4, eligible sta are permit ed to fot prc rerem. Hours schedule that would enable them to leave two hours early each Friday.

Full- me sta who opt-in to the early Friday departure for the Summer Hours Program would be able to follow the below schedule:

- Monday Thursday: 8:00am 4:30pm
- Friday: 8:00am 2:30pm

## Q: What if my schedule will not allow me to leave early on Friday?

A: The University recognizes that in some areas across campus, employees will not be able to leave two hours early. For those departure mes.

Please note that both the early departure and the flexible leave op ons result hours and provide the same amount of paid me o regardless of the op on departure.

## Q: Do I have to choose one of the two op ons?

A: Yes, employees must no fy their supervisors prior to June 16 about the Sum selec on they have made. Employees cannot choose to combine the op ons. F cannot take one day of the flexible leave and use the remaining eight hours or early on four Fridays throughout the summer.

## Q: Can I use the flexible leave days to take four half-days?

A: No, the flexible leave days must be taken as full days (8 hours).

## Q: Who is eligible for the Summer Hours Program?

A: Full- me and part- me regular and C2 exempt and non-exempt employees are eligible to par cipate. Part- me regular and C2 exempt and non-exempt employees are only eligible for the two days of flexible leave, consistent with their FTE. C1 employees are not eligible for the Summer Hours Program. Employee who are on leave, including but not limited to leave without pay, accident leave, workers' compensa on, or disciplinary ac on are not eligible to par cipate. Exempt and non-exempt employees whose salaries are funded by grants are eligible for the Summer Hours Program.

## Q: How do I record this me o on my mesheet?

A: Regardless of whether you choose the early departure or the two days of flexible leave, you will need to account for this me on your mesheet. You (or your supervisor/designee if you OFFE COLOR TIRECOLO SOLD FOR COLOR & COLOR SOLD FOR THE COLOR OF TH

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