



DePaul University – Guidelines

General Information		
Title Summer Hours Program		Category Human Resources
Responsible Department Compensation and Benefits	Responsible Officer Associate Vice President for Compensation and Benefits	Effective Dates 6/15/09 – 8/28/09

I. General Scope

The following categories of the University community should be familiar with this policy:

- Full-time Staff

II. Scope Details

Student employees and part-time employees who increase their work hours during the summer remain ineligible for this benefit unless they are transferred into a full-time staff classification.

III. Summary

The Summer Hours Program allows full-time staff employees early Friday departures during the summer. For employees whose schedules can not accommodate early departures, additional floating holidays can be substituted. This program will be reviewed annually for renewal by the President.

IV. History

The program was implemented on a trial basis during the summer of 2007.

IV. Guidelines

A. Starting and Ending Dates

The **Summer Hours Program** applies to the period of the Academic Calendar beginning with the first Monday after the close of spring quarter and ending on the last Friday before the beginning of the fall quarter. For 2009, the Summer Hours period extends from Monday, June 15th through Friday, August 28th.

B. Summer Hours may be implemented on an employee-by-employee basis in one of two ways, as follows:

Method I: Early Friday Departure - each Friday during the summer, eligible employees will be allowed to end their workday at 3:00pm and receive Summer Hours Pay for the period of time not worked due to this program.

Method II: Summer Floating Holidays - employees whose work requirements do not permit a regular 3:00pm Friday departure may instead be granted three Summer Floating Holidays. This method may also be applied for employees who normally leave on or before 3:00pm (or shortly thereafter) on Fridays due to an existing flexible work arrangement or a V-time arrangement.

Either Method I or Method II must be selected by each manager for each eligible employee in their area prior to the Summer Hours start date each year. A method must be selected for employees on leave as well as active employees. Each employee may only be under one method for the duration of the summer. Switching between methods is not permitted.

V. Procedures

A. Time and Labor Data Entry (T&L)

1. Standard Data Entry

Non-exempt employees should enter Summer Hours (using **Time and Labor code "HSH"**) instead of Regular Hours to record time off due to the Summer Hours Program (for both Early Friday Departures and Summer Floating Holidays).

Exempt employees should enter Summer Hours (using **Time and Labor code "SEH"**) to record time off due to the Summer Hours Program (for both Early Friday Departures and Summer Floating Holidays). Under no circumstances may an exempt employee's regular base salary earnings be adjusted due to time recorded as summer hours. This information is to be used for record-keeping purposes only; not payroll purposes.

2. Data Entry for Special Situations

Recording Work Performed after 3:00pm on Fridays

Non-exempt employees who are under the Method I arrangement (see above) and actually perform work after 3:00pm on a Friday should record these hours in the Time and Labor system as Regular Hours, not Summer Hours.

Sick and Vacation Time

If an employee under Method I takes a day off related to sick time or vacation time, the entire day should be recorded as sick or vacation time accordingly.

Leaves of Absence

If an employee under Method I is on a continuous leave of absence of any type, then all of the hours during the approved leave should be recorded as leave hours. If the employee is on an intermittent leave of absence and a leave incidence coincides with an early Friday departure, the time should be recorded as leave.

B. Rules for New Employees

Employees beginning employment during the summer must be placed in either Method I or Method II. If Method II is selected for the employee, then only one-and-one-half Summer Floating Holidays are available for employees who start employment on or after the beginning of Summer Session II (Monday, July 20th for 2009).

C. Rules for Employees Returning from Leave

Employees who return from leave prior to the beginning of Summer Session II (July 20th for 2009) continue in the method elected for them prior to the beginning of the leave.

If Method II had been selected for an employee returning from leave, and the return date is on or after the beginning of Summer Session II (July 20th), only one-and-one-half Summer Floating Holidays are permitted.

D. Rules for Terminating Employees

If an employee terminates during the Summer Hours Period under Method II, unused Summer Floating Holidays are not compensated; instead, they are forfeited.

E. Accrual for Summer Session Floating Holidays under Method II

Summer Floating Holidays are not accrued and no payment is made for unused holidays at the end of the Summer Hours Period or at termination. That is, Summer Floating Holidays not used by the end of the Summer Hours Period or at time of termination (if earlier) are forfeited.

F. Additional Rules for Summer Floating Holidays

Employees who wish to take a Summer Floating Holiday must obtain prior approval from their manager.

Summer Floating Holidays are not accrued and unused holidays can not be carried over into the next calendar year.

VI. Division Collaborations

Finance – Payroll and Human Resources

VI. Contact Information

Office of Human Resources:

Website: <https://hr.depaul.edu/index.htm>
Phone: (312) 362-8500
Mailing Address: 1 East Jackson Boulevard; Chicago, Illinois 60604
Office Location: 55 E. Jackson Boulevard; Suite 800; Chicago, Illinois 60604

VII. Appendices

This program sets forth general procedures, guidelines and descriptions, and does not constitute a contract between the university and its staff members. The procedures, guidelines and benefits described herein may be changed, modified or deleted at any time by the university.