



## Summer Flex Schedules FAQ

### 1. Can I work as early or as late as I want to make when I flex my schedule?

Employees paid hourly should not flex hours such that they start before 6:00am or end after 6:00pm due to night differential pay. Night differential pay does not apply to exempt employees.

### 2. How do I record my time on my timesheet?

Employees paid hourly should record their in/out times based on the hours they are actually working. If an employee works 10 hours in a day the in/out times for that day should reflect that. Timesheets do not apply to exempt employees.

### 3. How do I record my absences when I take a day off?

If an employee is flexing their schedule such that they reach 40 hours by 12noon on Friday, the remaining of the day for Friday would not require leave/absence entry. If an employee takes off work leaving less than a 40-hour week, the employee should record the total hours for the absence to equate to the 40 hours.

For example, an employee works Monday through Wednesday, 9 hours per day (total of 27 hours), and takes off all day Thursday, and half day Friday. They should record 9 hours of leave/absence usage for Thursday and 4 hours of leave/absence usage for Friday.

Exempt employees should follow the same logic. For example, if their flex schedule is such that they work 9 hours on Thursday then they should input the absence as 9 hours for the day. If they normally would work 4 hours on Friday, then they should input the absence as 4 hours for that day. Due to automatic rounding in the HRS system, it will be necessary to contact HR to override the standard 8-hour workday.

### 4. What options are available for summer flexing?

#### **Option 1: Four – 9 hour workdays, and one – 4- Hour workday (Friday is encouraged)**

- Four – 9-hour days, one 4-hour day and a half day off during the week (to be determined by employee and supervisor)
- Department/office cannot close during core business hours
- Employee cannot start before 6:00 am or end after 6:00pm.
- At least a 30-minute unpaid lunch is recommended
- Employee may not combine lunch and breaks to come in late or to leave early

#### **Human Resources**

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**Option 2: Ten Hour Workday**

- Four – 10 hour workdays; one day off during the week (to be determined by employee and supervisor)
- Department/office cannot close during core business hours
- Employee cannot start before 6:00 am or end after 6:00pm.
- At least a 30-minute unpaid lunch is recommended
- Employee may not combine lunch and breaks to come in late or to leave early

**Option 3: Early Start/Early End/Regular Week**

- If you chose to work a regular work week (Five - 8 hour days), you may start as early as 6:00am.
- Department/office cannot close during core business hours
- Employee cannot start before 6:00am or end after 6:00pm.
- At least a 30-minute unpaid lunch is recommended
- Employee may not combine lunch and breaks to come in late or to leave early

**Option 4: No change**

You are not required to participate in the flexible summer hours program. You may work your normal schedule.

**5. Can I flex my schedule during the week of July 4<sup>th</sup>?**

No, because July 4<sup>th</sup> is a holiday and how you are paid, all employees should work a normal 8 hour/day schedule.

**6. Can I combine my lunch and breaks to leave early or come in late?**

No, FLSA regulations require employees to use lunch and break periods for the purpose of rest between extended work periods.

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