

## Frequently Asked Questions

### 2021 Modified Summer Work Schedule

**Why has the university decided to implement this schedule?** The university is implementing this modified summer work schedule in order to provide a longer weekend (beginning Friday at noon) for employees since business demands on Fridays in the summer tend to decline. The program, which began in 2013, has consistently received positive employee feedback.

**Is this schedule change mandatory for all departments?** Departments must be open to the public during core business hours, Monday - Thursday 8:00 a.m. - 5:00 p.m. and Friday 8:00 a.m. - noon. Departments may adjust employee work schedules as long as these core hours are covered.

**Can my employees work an alternate work schedule within this modified schedule?** Yes. For instance, if some employees wish to begin work Monday - Thursday at 7:30 a.m. instead of 8:00 a.m. and work until 5:00 p.m. instead of 5:30 p.m. that is fine. Others may prefer to work until 5:30 p.m. The expectation is that offices will be open to the public from 8:00 a.m. until 5:00 p.m. Monday - Thursday, and 8:00 a.m. - 12:00 noon on Friday. A **40-hour employee workweek is expected** with an alternate work schedule. Discussions should take place with supervisors to confirm department and employee work schedules.

**Will offices be prohibited from working on Friday afternoons during the summer?** Outside any special circumstances, JMU offices will close to the public on Fridays at noon beginning Monday, May 10, 2021 and ending Friday, August 13, 2021. There may be occasional events or official business activities during the summer months that require an office to be open later than noon on Friday. Departments and supervisors who have employees working an alternate schedule after the noon closing on Friday will determine customer service expectations.

**I currently take an hour lunch break. Will I be able to take an hour for lunch with this new modified schedule?** Yes. The summer modified schedule will allow for a lunch break. The lunch break may be of varying lengths depending on the employee work schedule. A 40-hour employee workweek is expected with an alternate work schedule. Employees should speak with their supervisor to determine their lunch breaks.

**I am a wage employee. Does this modified schedule affect me?** Wage employees should speak with their supervisor to see how this will affect their weekly work schedules.

**I am part-time, non-teaching employee. Does this modified schedule affect me?** Part-time, non-teaching employees should speak with their supervisor to see how this will affect their weekly work schedules.

**How will holidays be handled during this summer schedule?** Memorial Day on Monday, May 31 and Independence Day on Monday, July 5 will be granted as an eight-hour holiday. If you work a nine hour schedule, you will take an hour of leave for that particular day or, with supervisor approval, you can adjust your work schedule for that workweek. Observance of Juneteenth will be on Friday, June 18 and will be granted as a four-hour holiday.

**With this summer's modified schedule, how should I request leave in MyMadison?** If you request a full 40 hours of leave, you may enter the entire week as you normally do. If you request less than 40 hours in the same week, we ask that you enter each day of leave separately based on your approved work schedule.

**How should I record the summer schedule hours on my Time and Attendance Record?** If you are a non-exempt employee who is required to complete a Time and Attendance Record, you must ensure that your modified summer work schedule is accurately reflected on your record. If you work 9 hours each day Monday - Thursday and 4 hours on Friday, this must be indicated on your record.

**Why is Payroll Services calling me regarding an employee's work schedule?** To accurately compensate someone for hours worked in the pay period of their hiring, time loss, or termination, Payroll Services will need to know the employees modified summer work schedule. In most cases, Payroll Services will be contacting the employee's supervisor to obtain this information.

Still have questions? Please contact Reagan Neese, Leave Specialist, [neeserw@jmu.edu](mailto:neeserw@jmu.edu), 540-568-3974