

University of Northern Colorado  
Human Resources Administrative Policy  
**Modified Summer Workweek**

**Scope:**

This policy applies to all permanent classified and exempt staff.

**Authority:**

The Office of Human Resources is responsible for the administration of the process.

**Purpose:**

UNC recognizes the benefit that employee work-life balance can have on employee morale and overall productivity. A modified summer workweek allows employees to pursue personal interests during time normally spent at work.

**Guidance:**

**Operating Hours**

Summer operating hours will begin May 10, 2021 and continue through July 30, 2021. Subsequent modified summer workweeks run from the Monday following Spring Commencement through the last Friday in July. During summer operating hours, the university will close normal business operations at 1:00 p.m. on Fridays. All departments are required to be staffed until 1:00p.m. on Friday for the duration of the summer schedule.

**Employee Schedules**

Full-time employees work regular schedules, traditionally 8 hours/day through Thursday, then a shortened day on Friday. This results in 36 hours of work per week. Employees will be paid at their full-time (40 hours per week) salary with the remaining 4 hours paid using administrative leave. The four hours of administrative leave is prorated for part-time staff based on FTE. When employees take time off on Fridays during the modified summer schedule (whether vacation, sick, or other), it counts as four hours for each Friday off.

Staff who work in areas that are unable to close operations at 1:00 p.m. on Fridays will be granted 4 hours of administrative leave (pro-rated for part time FTE) to be used during that workweek at a time agreed upon with their supervisor so as not to disrupt necessary campus or student services.

The modified summer workweek does not preclude departments from continuing existing modified work schedules or adopting department level schedules, but departments must be open on Fridays until 1:00 p.m.

Some areas/employees will occasionally need to work over 36 hours/week. No overtime or comp time is paid for hours worked until 40.

Employees who experience considerable personal hardship due to the modified summer schedule may request a variance to their work schedule. The request for a variance for the summer schedule must be made in writing to the appropriate supervisor before the summer term for which the variance is requested.

Date Issued: 03/01/2021

Contact for Questions: Marshall Parks, HR – 970-351-2718 or [human.resources@unco.edu](mailto:human.resources@unco.edu)

Issued By: Human Resources