

LAKELAND COMMUNITY COLLEGE
HUMAN RESOURCES

**QUESTIONS & ANSWERS RELATED TO SUMMER 2019
FOUR and ONE-HALF DAYS PER WORK WEEK**

QUESTION: What is the timeframe for the summer 2019 work schedule of four and one-half days per work week?

ANSWER: The four and one-half day workweek will begin on Monday, May 13 and conclude on Friday, July 26, 2019. College departments will be open full days Monday through Thursday and a half day on Friday, from 8:00 a.m. – 12:00 noon. With this uniform schedule we hope to meet the needs of our students and co-workers while also saving on energy costs.

QUESTION: I am a full-time employee normally scheduled to work 40 hours per week, Monday through Friday. Please give me an example of how I can structure my schedule during the affected weeks.

ANSWER: Here are some guidelines and options to assist you and your supervisor when developing your summer schedule:

- You may work 9 hours per day, Monday through Thursday, and 4 hours on Friday for a total of 40 hours per week. Remember that a lunch break is required for full-time staff, and please note that for this summer, you can choose to take a 30-minute or a 60-minute unpaid lunch. Here are two examples:
 - Start time: 8:00 a.m.; lunch break of 30 minutes; end time 5:30 p.m.
 - Start time: 8:00 a.m.; lunch break of 60 minutes; end time 6:00 p.m.
- If you work less than 40 hours in a week*, you will need to use compensatory, personal, or vacation time for the balance of hours, up to 40. Or, if you'd prefer, the balance of hours can be unpaid - noted as NP on the time sheet. (These hours may be in addition to, or as part of a partial-year employee's reduced number of hours.)
 - * With your supervisor's approval, you may choose to continue working 8 hours per day and/or 4 hours on Friday meaning that you will need to account for 4-8 hours per week with the use of compensatory, personal or vacation time if not taking the time unpaid.
- You and a co-worker, with your supervisor's approval, can agree to trade off Fridays in the office. Under this arrangement, you can work four ten-hour days from Monday through Thursday during the week you are not scheduled on Friday, or work 8-9 hours Monday through Thursday and use compensatory, personal, or vacation time for the balance of hours, up to 40.
- Each department can establish the manner in which employees submit their schedule requests. There is no requirement to commit to, or approve, the same schedule for each of the weeks between May 13 and July 26.

QUESTION: I am a part-time staff employee normally scheduled to work some of my hours on Friday afternoons. What options do I have?

ANSWER: With your supervisor's approval, you can:

- Work all or a portion of your regularly scheduled 'Friday' hours, earlier in the week. If, in the course of the week, you work less hours than regularly scheduled, you may use personal or vacation time for the balance of hours. Note: Personal or vacation time should not be used to inflate the number of hours paid beyond the number of regularly scheduled hours. Or, if you'd prefer, the balance of hours can be unpaid; in which case you do not need to make special note on your time sheet.
- Request to forfeit the regularly scheduled 'Friday' hours; in which case you may use personal or vacation time as noted above or take the balance of hours unpaid.

QUESTION: I will be working less than the number of hours that I am normally scheduled to work and plan to use benefit time for the balance of hours. Does it matter in which order I use available compensatory, vacation, or personal time?

ANSWER: There are different considerations with respect to compensatory, personal, and vacation time:

- In light of this summer schedule, employees with balances of compensatory time may extend the timeframe to deplete these hours through July 26, 2019. We strongly encourage the exhaustion of accrued compensatory time by this date.
- As you know, a portion of the personal time that you are eligible to use each year is provided by the college, with the balance paid from your accumulated sick time. Personal time not used by the last day of the fiscal year (June 30th) is forfeited.
- It is incumbent upon each vacation-eligible employee to be aware of the maximum number of vacation hours that can be accrued, based upon years of service. You will forfeit earning additional vacation hours per hour worked when you exceed the allowable maximum hours of accrued vacation. (Please visit the portal for recently posted information relative to managing your vacation accrual.)

QUESTION: How will the Memorial Day and July 4th holidays be observed?

ANSWER: The Memorial Day and July 4th holidays are being celebrated on Monday, May 27 and Thursday, July 4 respectively. Please note that for these weeks:

- Full-time employees will receive 8 hours of holiday pay for these days. For the weeks of May 27 and July 1, you have the option of working 9 hours and 20 minutes on the other three days of the week, and 4 hours on Friday. Part-time employees will receive an FTE-based prorated number of hours' holiday pay for these days and work their regular schedule of hours the remaining days of the week.

QUESTION: I participate in the Physical Fitness Release Time program. How will this be affected between May 13 and July 26?

ANSWER: There is no change to this employee benefit of 20 or 30 minutes added to the lunch period on two or three days per week, for a total of 60 minutes per week.