

## **Summer Flex Hours 2024 – Frequently Asked Questions**

### **In what increments may I take these days?**

You may use the Summer Flex Hours to take ½ days, which you can record as 3:30 hours in UKG. Use the appropriate Summer Flex Hours code to record this time.

### **When are these days available to take?**

Summer Flex Hours are available beginning Monday, July 1 and may be taken through Friday, August 30. There is a limit of five full days. If this time coincides with a departmental peak period, please have the Division head refer to Employee Relations for advice. At Haub Law summer flex may be used from Monday, June 10 through Friday, August 9.

### **On what days of the week can I use the Summer Flex Hours?**

Any day of the week as long as there is business continuity and the request to take the time is pre-approved by your supervisor.

### **Are Part-time staff members eligible?**

No.

## **Are FT staff at 80% eligible?**

Yes. Employees who work an 80% schedule are eligible for 80% of the full time (35 hours or five days) flexible summer hours benefit, which equates to 28 summer flex hours or four days.

## **Are new hires eligible?**

New hires hired after May 1 are NOT eligible.

## **Are employees on leave eligible?**

No. Employees have to actively be working to be eligible for this benefit. FT staff who are on approved continuous leave may be eligible for a pro-rated amount of the benefit, based on the date of return to work within the Summer Flex period. Beginning in Summer 2025, full-time staff returning from approved leave after August 15 will not be eligible to use Summer Flex Hours (fulltime staff working at Haub Law who return from approved leave after July 26 will not be eligible to use Summer Flex Hours).

## **Are separating employees entitled to a payout of the unused Summer Flex Hours if their separation falls within the time period of usage?**

No.