



Human Resources

FREQUENTLY ASKED QUESTIONS: SUMMER FLEX DAYS

1) Q: In what increments may I take these days?

A: As a FT employee, you may use the allotted five Summer Flex days in full or in ½ day increments, which you can record as 3:30 hours in UKG. Use the appropriate Summer Flex Hours code to record this time.

2) Q: When are these days available to take?

A: Summer Flex Hours are available beginning June 1 and may be taken through August 31. 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 days may be used from May 21 through August 17.

3) Q: On what days of the week can I use the Summer Flex Hours?

A: 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.

4) Q: Are Part-time staff members eligible?

A: No.

5) Q: Are FT staff at 80% eligible?

A: 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.

6) Q: Are new hires eligible?

A: New hires hired on or after April 1 are NOT eligible.

7) Q: Are employees on leave eligible?

A: No. Employees must 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. Full-time staff returning from approved leave after August 8th will not be eligible to use Summer Flex Hours (full-time staff working at Haub Law who return from approved leave after July 25th will not be eligible to use Summer Flex Hours).

8) Q: Are separating employees entitled to a payout of the unused Summer Flex Hours if their separation falls within the period of usage?

A: No.