**Frequently Asked Questions (FAQ) for the 4-Day Summer Workweek Transition Plan**

**General Information**

**Q: What is the 4-day summer workweek schedule?**  
A: During the summer, the college will be closed on Fridays for seven weeks (from 6/6 to 7/25). Employees will work 10-hour shifts Monday through Thursday. Employees can use vacation or personal time to meet the 40-hour workweek requirement. Those who opt to work 8-hour days will need to log 2 hours of vacation or personal time each day to meet the full 40 hours.

**Q: What are the specific dates for the 4-day summer workweek?**  
A: The specific dates for the 4-day workweek are:

* June 6, 13, 20, 27
* July 4 (Holiday)
* July 11, 18, 25

**Q: Will the college be closed on all Fridays during this period?**  
A: Yes, the college will be closed on Fridays from June 6 through July 25, including the holiday on July 4.

**Q: Why is 7/3 being provided as a holiday for employees on 4x10 schedules, while 7/4 is a holiday for others?**

A: The college's academic calendar has officially designated 7/4 as the college holiday. However, due to the pilot of our new summer 4-day workweek, employees working 4x10 schedules will observe 7/3 as their holiday instead of 7/4. This is because the college will be closed on 7/4, and the policy for employees on 4x10 schedules specifies that when the college is closed on a holiday, the preceding day (7/3) is observed as their holiday.

For faculty, the academic calendar and the provisions outlined in the Collective Bargaining Agreement (CBA) will remain in place. Faculty will observe 7/4 as a holiday in alignment with the approved academic calendar for courses, and they will continue their regular schedules. The Public Security and Facilities teams will continue to provide support as they do for all campus operations, ensuring that faculty and staff have the necessary resources and assistance.

Please note that faculty members who have this day as part of their current faculty load, employees receiving supplemental payments or adjunct faculty members who are scheduled to teach on 7/3 will not receive additional pay for teaching on that day, as it only aligns with the overall holiday observance for employees working a 4x10 schedule.

**Employee Schedules and Hours**

**Q: How do employees track their hours for the 4-day workweek?**  
A: Employees will work 10-hour shifts Monday through Thursday. Those who prefer 8-hour days can log 2 hours of vacation or personal time each day, if they choose to work 8 hours instead of 10.

**Q: What if I need to take time off during the 4-day workweek?**  
A: Employees can use vacation or personal hours to meet the 40-hour workweek requirement. If you work 8-hour days, you must log vacation or personal time for the remaining 2 hours each day.

**Q: What are the College’s hours of operation and how are department schedules determined?**  
A: The general hours of operation are 7:00 AM to 10:00 PM. However, standard business hours may vary by department. Department Heads are expected to assess their team’s responsibilities and establish a schedule that best supports the needs of the College, subject to approval by their respective Vice President.

**\*Q: If I’ve already submitted a request for vacation, sick, or personal time, will the system automatically adjust my scheduled hours from 8 to 10?**

**A:** No, the system will **not** automatically adjust previously entered leave requests from 8 to 10 hours. This is due to the timing of when the request was originally submitted. Employees will need to manually update their leave request using one of the following options:

1. **Single-Day or Partial-Week Leave Requests (Up to Four Days):**

* Employees should add **2 additional hours** to each affected leave day so that it totals **10 hours per day**.
* After submitting the updated request, employees must **notify their supervisor** to review and approve the added time to ensure correct payroll processing.

1. **Full-Week Leave Requests:**

**If the request has already been approved:**

* Ask your supervisor to **cancel** the request.
* **Delete** the original entry.
* **Re-enter** the request with the correct number of hours (10 hours per day).

**If the request is still pending approval:**

* Simply **delete** the original request.
* **Re-submit** the leave with the updated 10-hour per day entries.

Taking these steps ensures that the system properly calculates the time off based on the temporary 10-hour workday schedule.

**Q: If we’re working 10-hour days, why aren’t we accruing 10 hours of vacation and sick leave?**

**A:** Although employees are currently working 10-hour days as part of the temporary 4-day summer schedule (4x10), vacation and sick leave accruals continue to be based on a standard 5-day workweek. Here's why:

* The 4x10 schedule is a **temporary scheduling adjustment** that allows employees to complete their full 40-hour workweek by working **one and 1/4 duty days** each day (10 hours total), over four days, with Fridays off.
* Leave accrual is based on **duty days**, which are defined as your standard weekly hours divided by 5
* **Vacation leave** accrues according to Board of Trustees procedure **PH6x23-2.30**.
* **Sick leave** accrues at a rate of **one duty day per calendar month**, as defined in **PH6x23-2.31**.

**In short:** Even though you're working 10-hour days this summer (one and 1/4 duty days per day), your vacation and sick leave accruals are still based on your regular duty day within a standard work week.

**Facilities and Maintenance**

**Q: How will facilities and maintenance be managed during the 4-day workweek?**  
A: Facilities management will adjust cleaning and maintenance schedules to align with the new hours. Special attention will be given to areas accessed by partners, ensuring they are properly maintained.

**Q: Will maintenance and cleaning schedules be altered for the closed Fridays?**  
A: Yes, facilities and maintenance schedules will be modified to accommodate the reduced hours while ensuring campus buildings remain clean and secure.

**IT System Updates**

**Q: Will the IT system be updated to reflect the new workweek?**  
A: Yes, the IT department will update PeopleSoft to track 10-hour workdays from Monday through Thursday, and Friday will be a 0-hour day. These changes will be implemented by April 10, 2025, and the system will revert back to the standard 5-day workweek after the summer.

**Q: How will my work hours be tracked during the summer workweek?**  
A: The IT department will update the systems to ensure accurate tracking of work hours. Employees' schedules will be updated, and automated systems will ensure smooth transitions to the 4-day workweek schedule.

**Communication**

**Q: How will employees be informed about the 4-day workweek?**  
A: Communication will be rolled out in stages:

* By April 14, 2025, an initial announcement will be sent detailing the schedule changes.
* FAQs will be posted on the intranet by April 14, 2025.
* By April 18, 2025, supervisors will receive guidelines for managing schedules.
* By May 1, 2025, HR will provide more details on vacation hours and departmental operations.
* Finalized schedules will be distributed by June 1, 2025.

**Q: Who should I contact if I have further questions?**  
A: For specific questions regarding your schedule or the new workweek, please reach out to your supervisor or HR. For campus access issues, contact facilities or security.

**Holiday Impact**

**Q: How will the workweek be structured during weeks with a holiday, such as Juneteenth or Independence Day?**

A: Employees will receive 10 hours of holiday pay during weeks that include a recognized holiday. For holidays like Juneteenth and Independence Day, the adjusted summer schedule will be:

* + Employees will work Monday through Wednesday (10-hour days)
  + Thursday and Friday will be observed as days off for holidays and college closure for employees working the summer 4X10 schedule.
  + We will follow the BOT procedure on holidays for employees supporting our partners.

This approach maintains the 4x10 schedule while ensuring compliance with holiday pay standards.