



### **Summer 2024 Flexible Work Schedule**

SUNY Potsdam (the College) is offering a flexible work schedule for employees on obligation during Summer 2024. Flexible schedules will be available for the period May 23, 2024 through August 14, 2024. The operational needs of the College and department will be considered in all decisions regarding flexible work options. Offices must be available to serve constituents from at least 8am to 4pm Monday through Friday during this time period. Therefore, an office must be physically open with a subset of staff during this time period, offices may not close on campus operations due to participation in this program.

Compressed work week is available to employees during the summer period. Employees that are on an approved telecommuting agreement cannot participate in a compressed work week. In other words, employees may not participate in both a compressed work week and telecommuting agreement at the same time.

### **Important Definitions:**

- Work week: Thursday through Wednesday (a work week is not Monday through Friday for the purposes of this program)
- Payroll Period: The 2023/2024 payroll schedule can be found [here](#).

### **Compressed Work Week**

Employees who are not eligible for telecommuting or who prefer a different flexible work schedule may apply for a compressed work week. In this scenario, employees still fulfill their required number of work hours per work week (i.e., 37.5 hours or 40 hours) but will have a set period of time off during the work week. A compressed work week must begin at the start of a payroll period and end at the end of a payroll period. Employees will automatically be returned to their previous work schedule at the conclusion of their agreement on August 14, 2024. Employees must complete the compressed work week application. Applications must be received by the President's Council designee at least two business days prior to the requested start date.

A compressed work week must be one of the following:

- Option 1
  - Four-day workweek (37.5-hour employee)
    - Work three 9.5 hour days and one 9 hour day; one day off each work week
  - Four-day workweek (40-hour employee)
    - Work four 10 hour days; one day off each work week
- Option 2
  - 4.5-day work week (37.5-hour employee)
    - Work four 8.5 hour days and one 3.5 hour day; four hours off each week (all four hours must be taken on one day and the same day each work week)
  - 4.5-day work week (40-hour employee)
    - Work 9 hours in four days and four hours one day; four hours off each week (all four hours must be taken in one day and the same day each work week)
- Option 3
  - One day off per pay period (37.5-hour employee)
    - Work eight 8.5 hour days and one 7 hour day; one day off each payroll period
  - One day off per pay period (40-hour employee)
    - Work eight 9 hour days and one 8 hour day; one day off each payroll period

### **Guidelines**

- Operational needs must be met as determined by the Supervisor, Director/Dean, and President Council's designee.
- Employees are required to fulfill their usual number of work hours per workweek
  - Employees must still work their regular scheduled shift adding the appropriate hours to the beginning or end of their shift
- Employees will have no change to salary and/or benefits.
- Employees continue to accrue leave at their appropriate rate.
- Time off requests outside of the compressed day off must be charged for the amount of time scheduled to work. Employees that accrue in hours will simply charge the exact hours they are taking off. Employees that accrue in days will use the following process as determined by the compressed workweek option selected:
  - Option 1 must charge 1.25 days of vacation or sick accruals.
  - Option 2 must charge one day and make up the hour within the work week if a single day is taken off. If taking a whole week off the employee will charge 5 vacation or sick days.
  - Options 3 must charge one day and make up the hour within the work week if a single day is taken off. For the workweek with the compressed day off, if you taking the whole week off you will charge 5 vacation or sick days.
- In addition, for holidays, an employee must charge their accruals to equate to the appropriate time for that day. For example, there are two holidays that fall during this time period (Juneteenth and Independence Day). Therefore, a 40 hour employee participating in Option 1 whose compressed day off is not on the holiday would charge .25 days vacation on the holiday. If your compressed work day off is on Monday, work with your supervisor to determine

an alternate day for your compressed day off during the same work week. This would be only if your compressed day falls on a Monday holiday.

- Employees are required to take meal breaks; you cannot use meal breaks or rest period to shorten the workday.
- Supervisors are responsible for ensuring that their employees work the flexible schedule they are participating in.

Management reserves the right to end or suspend this program at any time if it does not meet operations and/or security needs of the College. Management reserves the right to discontinue individual compressed work week participation at any time. This program will end August 14, 2024 and may not be available after this time period.

Effective Date: May 23, 2024

Responsible Party: Associate Vice President for Administration & Human Resources

Contact Information: 315-267-4816