Summer 2015 Work Schedule

Monday, May 18 – Friday, June 5, 2015
Hours: Monday – Friday; 7:30am – 3:00pm (30 minute lunch break)

Monday, June 8 – Friday, August 14, 2015
Hours: Monday – Thursday; 7:30am – 4:00pm (one hour lunch break)
     Friday; 7:30am – 12:30pm (no lunch break)

During the entire summer work schedule, full-time employees will continue to receive their regular base pay for the standard workweek of 37.5 hours. Part-time employees are to be paid ONLY for time actually worked during this period.

Due to the complexity of the University and certain departments that have unique operating circumstances, the 2015 summer schedule as noted above may not be possible. Administrative leaders in such affected departments/units will communicate with employees to clarify working and business hours required for ongoing unit operations if different from above.

Employees who have unique personal challenges with the summer work schedule should discuss any concerns and any accommodation requests with their supervisor and/or department head. In general, department/unit heads are encouraged to be as flexible as possible.

**IMPORTANT: Staff Employee Procedures for Reporting Vacation and Sick Leave During Summer Hours**

Given the variable hours of the summer schedule, the following formula should be used in reporting vacation and sick leave (through TopNet).

**FORMULA:** Number of work hours scheduled on a given day MINUS Number of hours “actually worked” = Vacation or Sick hours required to be reported

Example #1:
   Monday, May 18 – “scheduled” hours equal 7.0
   Hours “actually” worked equal 4.0
   Hours to be reported as vacation time equal 3.0

Example #2:
   Friday, June 12 - “scheduled” hours equal 5.0
   Hours “actually” worked equal 3.0
   Hours to be reported as vacation time equal 2.0

For specific questions pertaining to leave reporting, please contact Brittany Wafford (Brittany.wafford@wku.edu) at 745-5360.