

# HUMAN RESOURCES

## WESLEYAN UNIVERSITY

### Summer Hours - 2023

Eligible Staff: All regular full-and part-time staff who work during the summer.

- Summer Half-day Fridays for 2023 will begin on June 9 and extend to August 4.
- Staff are not expected to work additional hours Monday through Thursday to account for half days on Fridays.
- Eligible staff will be given a bank of hours in Workforce Time to be used for summer Fridays based on their regular schedules and will need to record these hours in Workforce Time.
- Time off for summer hours is recorded in Workforce Time using the same methods to record other paid time off by either reporting hours directly on the timesheet using the Summer Hours pay code or by submitting a Time off Request in Workforce Time using the Summer Hours pay code.
- Eligible staff who are required to work Friday afternoons may take equivalent time off prior to August 11, 2023, with supervisor approval.
- Eligible staff not normally scheduled to work on Fridays, ex. staff with a Monday through Thursday schedule may choose to take equivalent time off by August 11, 2023, with supervisor approval.
- Unused summer hours are not eligible for payout.
- Physical Plant, Public Safety, and Secretarial/Clerical union staff participate under the terms of their union contract.

Questions regarding summer hours can be directed to Toby Bates at [tbates01@wesleyan.edu](mailto:tbates01@wesleyan.edu) or to the Payroll Office at [payrollhelp@wesleyan.edu](mailto:payrollhelp@wesleyan.edu).