

SUMMER 2022 FLEXIBLE SCHEDULE PROGRAM

SIU Carbondale will offer an optional employee flexible schedule program during the summer months at the campus. Employees may request departmental approval to flex their hours in order to shorten a workday or work week.

- The program will begin May 29, 2022 and continue through July 30, 2022.
- Some departments may not be able to offer a flexible schedule due to operational needs. Eligibility of employees is within the managerial discretion of administrators, college deans, directors and supervisory staff.
- Employees in “proof status” for use of sick leave benefit are not eligible for this program.
- Employees who wish to participate in the program will be required to submit a work schedule to their supervisor for review and approval in advance which will clearly indicate the flex plan.
- Appropriate supervisory staff must review the work schedule requests to make a final determination if the request meets operational needs. In order to accommodate multiple requests, a supervisor may offer modified schedules to employees. In the event of multiple requests, the most senior employee in a classification will be given scheduling preference.
- The employee, by agreeing to participate, acknowledges no overtime compensation will be received as a result of working in excess of their regular 7.5 or 8 hour day due to an approved flex schedule.
- Supervisors will not allow a summer flex schedule where an employee would be scheduled to work more than 40 hours in a work week.
- Employees will not be allowed to work through their regular scheduled lunch time and count that time as hours worked for purposes of flex time.
- Participating employees may choose to take a half day off each week or accumulate sufficient extra time to take an entire day off every two weeks.
- Eligible employees who take benefit time during a flex week will need to take the amount of benefit time needed to correspond with the amount of hours they are to actually work for the day, i.e., an eligible employee who planned to work 8.25 hours as part of a flex schedule who takes a sick day will be charged 8.25 hours of sick time for that day.
- Holidays that fall during the flex schedule will be paid at 7.5 or 8 hours, depending on the normal workweek.
- Employees covered by a collective bargaining agreement are encouraged to contact their union representative for questions.
- The University reserves the right to terminate the program early.