

## SUMMER 2024 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 26, 2024 and continue through July 27, 2024.
- Some departments may not be able to offer a flexible schedule due to operational needs. Eligibility of employees is deferred to 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 proposed work schedule to their supervisor in advance which clearly indicates the flex plan.
- Appropriate supervisory staff must approve the work schedules.
- 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.
- Supervisors will not allow employees to work more than 40 hours in a work week as part of a summer flex schedule.
- 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.
- With approval of appropriate supervisory staff, participating employees may work additional hours on other workdays in the work week and choose one of the following options: 1) Take a half day off each week; 2) Take one day off each week; or 3) Accumulate sufficient extra time in the two consecutive work weeks in a pay period to take one day off every two weeks within that same pay period.
- Supervisors will make the final determination as to how many employees are required to adequately staff their operational needs.
- 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.