SUMMER FLEXIBLE SCHEDULE PROGRAM

SIUC will offer an employee flexible schedule program during the summer months at the campus. Employees may flex their hours in order to shorten a workday.

- The program will begin May 27, 2018 and continue through August 4, 2018.

- Employees who wish to participate in the program will be required to submit a work schedule in advance which clearly indicates the flex plan.

- Supervisors 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.

- 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 the entire day off every two weeks.

- 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.

- 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.