

**Indiana State University**  
**Guidelines for Summer Flexible Hours or Reduced Hours Schedule**  
**Summer of 2022**

The University will offer two summer work options for employees during the summer of 2022 as outlined below. Flexible work options during the summer months allow employees more time with families and recognize the extra effort put forth during the regular academic year.

**Summer Work Options**

1. Employees may elect to work a four day schedule by working longer days each week. Each department must be staffed adequately to cover normal hours of operation from 8:00 – 4:30 Monday through Friday. Actual hours in the department will be extended beyond normal hours in order to arrive at 37.5 hours in a 4-day work week.
2. Non-exempt employees may elect to work a reduced schedule without pay during summer hours with no impact on health insurance benefits as long as the schedule is not less than 30 hours a week. Other benefits such as sick leave, vacation accrual, and retirement contributions will be adjusted based on hours worked and dollars paid.

**Who can Participate?**

Each division will make a determination as to departments that may participate in the program based upon workload and schedules. All full-time exempt, non-exempt professional, and non-exempt staff within the participating areas are eligible to work flexible hours should they choose and if the position can accommodate a flexible schedule. Non-exempt professional and non-exempt staff within the participating areas are eligible to work reduced hours should they choose and if the position can accommodate a reduced hours schedule; exempt staff are not eligible for a reduced hours schedule.

Approval is needed by the department head with final approval by their appropriate vice president/cabinet member.

**Guidelines**

Summer hours begin the week of May 23 and end on July 29, 2022.

Office hours will be determined by departments. The options for office hours can vary:

7:00 a.m. to 5:00 p.m.  
Or  
7:30 a.m. to 5:30 p.m.  
Or  
8:00 a.m. to 6:00 p.m.

Below is a suggested schedule. The schedule below shows modified lunch time in order to accommodate hours worked so that the employee’s time at work is extended by 1.5 hours each day. Again this is only an example and in the example Monday or Friday is used as the flex days.

Four-day work week	Monday	Tuesday	Wednesday	Thursday	Friday	Hrs Worked
Work hours/day	9.0	9.5	9.5	9.5	9.0	
Monday Off Staff	X	9.5	9.5	9.5	9.0	37.5
Friday Off Staff	9.0	9.5	9.5	9.5	X	37.5
Lunch Period	1.0	0.5	0.5	0.5	1.0	

### Procedures for Summer Flex Schedule

1. The department head after discussion with their appropriate vice president/cabinet member may elect to utilize the summer hours flex schedule. Not all offices can or should participate.
2. The University’s regular business hours will be maintained.
3. Employees should schedule at least a 30 minute lunch break.
4. A [Flexible Work Schedule form](#) should be completed by the employee who wishes to participate and approved by the department head and their appropriate vice president/cabinet member.
5. Schedules may be changed only with department head approval.
6. Overtime will not be worked during the summer schedule unless such work is a bona fide emergency or necessity.
7. During the Memorial Day week in June and for Fourth of July week, regular schedules **not flexed schedules** will be worked in order to minimize any confusion or create staffing issues. These are already four day work weeks with Monday as a holiday.
8. All services offered or performed during the regular year must be continued if needed during the summer period.
9. Sick leave and vacation usage for an entire day will be deducted in hours from the assigned schedule; i.e., a Wednesday off in the example above would be 9.5 hours of leave used.

10. The Flexible Work Schedule form will come to HR after approvals.
11. Any participating department head reserves the right to amend, modify or terminate flex hours in times of additional work load or situations of abuse of hours worked or decline of services.

**Procedure for Reduced Hours Schedule for Non-Exempt Employees**

1. The department head, after discussion with their appropriate vice president/cabinet member, may elect to utilize a reduced hours schedule. The advantage of reduced hours is time away from work without using vacation accruals. Not all offices can or will participate.
2. A reduced hours schedule is when an employee elects to work their normal schedule but decides to reduce the number of hours worked in a week. The hours not worked would be unpaid hours. The reduction should be no more than 7.5 hours for a 30 hour workweek. Hours less than a 30 hour workweek do not fall within these guidelines.
3. Employees working the reduced hours schedule must complete the appropriate form designating the schedule to be worked for the summer and acknowledging the impact it will have on benefits.

Below is an example of what a reduced hours schedule may look like. The employee continues to work normal hours through the week with an hour for lunch but elects to work four rather than five days in their work week. As a result they would be paid for 30 hours and all benefits that are accrued benefits would be adjusted accordingly. However insurance coverage will not be impacted by this change.

<b>Reduced Hours Schedule</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Hrs Worked</b>
<b>Work hours/day</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7..5</b>	<b>0</b>	<b>30.0</b>

[Flexible Work Schedule Form](#)  
[Reduced Hours Schedule Form](#)