

**Washburn University**  
**Summer Business Hours**  
**2024**  
**Frequently Asked Questions (FAQs)**

Beginning Sunday, May 12, 2024 and ending Saturday, August 10, 2024, the Washburn University campus will implement summer business hours from 8:00 a.m. to 5:00 p.m., Monday through Thursday and 8:00 a.m. to noon on Friday. The Washburn Tech campus will implement summer business hours from 7:30 a.m. to 4:30 p.m., Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Friday.

During summer business hours an employee's work schedule may change to allow for an early dismissal on Friday's at noon. The following FAQs are intended to assist employees and supervisors with understanding the performance expectations and how to adjust work schedules during this period.

*It is important to note that:*

- *Faculty work schedules will not be affected by the summer business hours.*
- *The scheduling for University buildings to be cooled are not affected by the summer business hours.*
- *The scheduling for University buildings to be locked will not be affected by the summer business hours.*
- *Summer business work schedules will not affect the Fair Labor Standards Act (FLSA) classification of an employee (exempt or non-exempt). Non-exempt, bi-weekly paid employees will continue to be expected to perform the duties of their position and work their regular number of hours per week (e.g., 40 hours). Exempt employees will be expected to fulfill all of their duties regardless of hours worked.*
- *Examples of summer business hour schedules included below are for information only. Each employee's summer business hours work schedule must be approved by supervisor and appropriate Dean or Director.*

**Frequently Asked Questions**

**1. What are the dates for summer business hours?**

Summer business hours will start on May 12, 2024 and continue through August 10, 2024.

**2. Are faculty affected by summer business hours?**

Faculty work schedules are not affected by the summer business hours.

**3. What will be Washburn’s official business hours beginning the week of May 12<sup>th</sup>?**

Beginning Sunday, May 12, 2024 and ending Saturday, August 10, 2024, Washburn University’s official business hours will be temporarily replaced with summer business hours. Washburn campus summer business hours are from 8:00 a.m. to 5:00 p.m., Monday through Thursday, and 8:00 a.m. to noon on Friday. The Washburn Tech campus summer business hours are from 7:30 a.m. to 4:30 p.m., Monday through Thursday, and 7:30 a.m. to 11:30 a.m. on Friday.

**4. Do summer business hours apply during holiday weeks (e.g., Memorial Day, Juneteenth, Independence Day)?**

Yes, summer business hours apply during holiday weeks.

**5. Summer business hours only total 36 hours each week. Do I only have to work 36 hours each week starting May 12, 2024 through August 10, 2024?**

Staff who participate in summer business hours are still expected to work a schedule that is equal to the “regular” schedule worked during non-summer business hours.

Starting the week of May 12<sup>th</sup>, full-time staff should work a schedule that provides for a full work week (e.g., 40 hours). Staff employees will need to work hours outside of the summer business hours timeframe in order to meet their expected full work week.

As during non-summer business hours, employees will need to use accumulated leave, as appropriate, to cover the difference between actual hours worked and scheduled hours as described in the [Washburn University Policies, Regulations, and Procedures, Section E. Benefits, Regulations and Procedures](#).

**6. How do I know what my work schedule will be starting May 12<sup>th</sup>?**

Each supervisor should work with their respective employee(s) to develop summer business hours work schedules. The schedule will then be submitted to the appropriate Dean or Director for approval. The approval process should be started as soon as possible so that an employee has adequate time to prepare for changes to their regular work schedules.

During summer business hours, each Washburn campus office is expected to be open to the public from at least 8:00 a.m. to 5:00 p.m., Monday through Thursday, and 8:00 a.m. to noon on Friday. Each Washburn Tech campus office is expected to be open to the public from at least 7:30 a.m. to 4:30 p.m., Monday through Thursday, and 7:30 a.m. to 11:30 a.m. on Friday. Supervisors are expected to develop work schedules that ensure the office will remain open and services be provided during these hours.

Employees will continue to be expected to perform the duties of their position and work their regular number of hours per week (e.g., 40 hours). During the summer business office period there is the flexibility to adjust work schedules to allow longer work days during Monday – Thursday and a shorter day on Friday.

Some areas of campus will have more flexibility, while others may be more restricted on how the office is staffed. It is important that all employees in the department understand what is expected during this period of time.

There are several options for summer 2024 work schedules, but the supervisor needs to determine the best arrangements so that the office is open for business during official summer hours.

**7. What are some of the options for summer 2024 work schedules?**

Full-time employees will have a work schedule that is reflective of a 40-hour work week. Below are some options starting May 12, 2024 through August 10, 2024:

7:00 a.m. – 5:00 p.m., Monday – Thursday (using 1 hour for meal period); 8:00 a.m. – Noon, Friday

7:30 a.m. – 5:30 p.m., Monday – Thursday (using 1 hour for meal period); 8:00 a.m. – Noon, Friday

8:00 a.m. – 6:00 p.m., Monday – Thursday (using 1 hour for meal period); 8:00 a.m. – Noon, Friday

7:30 a.m. – 5:00 p.m., Monday – Thursday (using ½ hour for meal period subject to supervisor approval); 8:00 a.m. – Noon, Friday

If your department cannot accommodate a flexible schedule, staff in the department can work the “regular” business schedule (e.g., 8:00 a.m. to 5:00 p.m., Monday through Friday).

**8. Are all employees in a department required to work the same schedule?**

No. Employees in a department may have different work schedules as long the schedules are approved by the supervisor and appropriate Dean or Director.

**9. Do all departments participate in summer business hours?**

No, not all departments participate in summer business hours. If your department cannot accommodate a summer business hours schedule, either partially or in full, staff in the department can work the “regular” schedule (e.g., 8:00 a.m. to 5:00 p.m., Monday through Friday).

**10. Who approves the summer business hours work schedule?**

Summer business hours work schedules are to be approved by the supervisor and appropriate Dean or Director.

**11. If a recognized holiday falls within the work week (e.g., Memorial Day, Juneteenth, Independence Day), how does it affect that week’s summer work schedule?**

On a holiday, employees will receive the number of hours of holiday credit based off their work schedule for that day (e.g., 8 hours, 9 hours, 10 hours). Employees participating in summer hours shall meet their weekly schedule through hours worked, holiday time and/or paid leave benefits.

**12. How does the New Student Orientation (NSO) schedule affect summer work schedules?**

For those employees and/or offices who participate in NSO activities, currently scheduled for May 21<sup>st</sup>, 23<sup>rd</sup> & 30<sup>th</sup>, June 1<sup>st</sup>, 5<sup>th</sup>, 7<sup>th</sup> & 14<sup>th</sup>, August 3<sup>rd</sup> & 14<sup>th</sup>, participation in summer hours may not be available during those weeks. Please check with your supervisor to determine how the NSO schedule may affect the availability for summer business hours scheduling.

**13. Campus offices will be open for official business from 8:00 a.m. to 5:00 p.m. Monday – Thursday and from 8:00 A.M. to noon on Friday. If I am full-time and work outside of the summer business hours in order to meet the 40-hour work week expectation, do I still answer the phone and respond to emails when working outside of official business hours?**

Yes. Your job duties will remain the same when you are working outside of summer business hours, and you are expected to perform functions (e.g. answer the phone, respond to emails) during this time.

**14. Can an office close during summer business hours?**

Washburn campus offices are expected to remain open from 8:00 a.m. to 5:00 p.m., Monday through Thursday, and 8:00 a.m. to noon on Friday during the weeks summer business hours are observed. Washburn Tech offices are expected to remain open from 7:30 a.m. to 4:30 p.m., Monday through Thursday, and 7:30 a.m. to 11:30 a.m. on Friday during the weeks summer business hours are observed.

**15. Can I work through an unpaid meal period to count toward my hours worked?**

The university is required to pay non-exempt, bi-weekly paid employees for all hours worked. Meal periods are not counted as hours worked, as work should not be performed during this period of time. When working a full day, we would expect you to take a meal period. Exceptions to this will need supervisor approval.

**16. What kind of leave do I report if I have a vacation day planned or am out sick?**

Personal Leave and sick leave usage will be reported in the same manner as they are during the remainder of the year. Please refer to the [WUPRPM, Section E. Benefits, Regulations and Procedures](#), for more information on reporting personal and/or sick leave benefits.

**17. How much leave does an exempt, monthly paid employee report during the weeks of summer business hours?**

Employees will report appropriate leave during the weeks of summer business hours as they do the remainder of the year. Non-exempt, hourly paid employees report leave, as well as time worked, in 15-minute increments.

**18. How much leave does an exempt, monthly paid employee report during the summer months?**

Exempt employees will report appropriate leave during the weeks of summer business hours as they do during non-summer months. Exempt, monthly paid employees report leave in 4-hour increments.

**19. If I am a non-exempt, bi-weekly paid employee and work more than 40 hours in a work week during the summer, will I get overtime or compensatory time? How do I report overtime if I have worked more than 40 hours in a work week?**

The University does not offer compensatory time so that is not an option. Non-exempt, biweekly paid employees receive pay for all hours worked. If you are a non-exempt, bi-weekly paid employee and work more than 40 hours in a work week during the summer all

hours are to be recorded on your time sheet for appropriate overtime payment.

**20. What effect do summer business hours work schedules have on my student employees' schedules?**

Student employee hours would fall under the same guidelines for your department. You should develop student employee schedules that work for them and also provide support for the department.

**21. Can student employees work more than 40 hours per week during the summer?**

Non-exempt, hourly-paid student employees do not typically work more the 40 hours per week. If an hourly-paid student employee works more than 40 hours during a work week they are eligible to receive overtime pay.

**22. What if I have questions which are not addressed within these FAQs?**

If you or your supervisor have questions which are not addressed within these FAQs feel free to email [benefits@washburn.edu](mailto:benefits@washburn.edu) or call Human Resources ext. 1538 for additional information.