



Date: May 4, 2018

To: All Full-time Staff

Subject: 2018 Summer Hours Program Guidelines and Time Reporting Rules

The Summer Hours Program is effective on Friday, June 15, 2018 and will continue through Friday, August 31, 2018*.

Your manager will discuss with you the best schedule for Summer Hours in order to maintain adequate coverage in your department or area. Regardless of the Summer Hours Method you are using—Early Friday Departures or Three Additional Summer Floating Holidays**—your time away from work due to this program must be recorded on your timesheet in Campus Connect. All exempt and non-exempt staff must use the appropriate time reporting code to report Summer Hours taken.

Non-exempt staff should use the following time reporting codes to report Summer Hours:

- M70 – Summer Early Release
- SFN – Summer Floating Holiday

Exempt staff should use the following time reporting codes to report Summer Hours:

- SMH – Summer Early Release
- SFH – Summer Floating Holiday

Please be advised that employees who use more than the allowed maximum number of Summer Hours will have the excess hours taken from their vacation balances. For additional program details, please refer to the Guidelines posted on the HR website at: go.depaul.edu/benefits

**The College of Law academic calendar is based on semesters. For College of Law employees, the Summer Hours period will extend from Friday, May 18th to Friday, August 10th.*

***Please note: If you are using Three Additional Summer Floating Holidays, and your normally scheduled work day is 7 hours, you may record a maximum of 21 hours for Summer Floating Holidays in the Time and Labor System.*