



DePaul University – Guidelines

General Information		
Title Summer Hours Program		Category Human Resources
Responsible Department Benefits	Responsible Officer VP Human Resources	Effective Dates 6/18/2021-9/3/2021

I. Eligibility

The following categories of the University community are eligible for this program:

- Full-time Staff

Student employees and part-time employees who increase their work hours during the summer remain ineligible for this benefit unless they are transferred into a full-time staff classification.

II. Summary

The Summer Hours Program allows full-time staff employees early Friday departures during the summer. For employees whose schedules can not accommodate early departures, three additional summer floating holidays can be substituted.

III. Guidelines

A. Starting and Ending Dates

The **Summer Hours Program** applies to the period of the Academic Calendar beginning with the first Friday after the close of spring term and ending on the last Friday before the beginning of the fall term. For 2021, the Summer Hours period extends from Friday, June 18th through Friday, September 3rd. Note: for the College of Law, the Summer Hours period is slightly different due to the semester schedule, and will extend from Friday, May 28th through Friday, August 20th.

B. Summer Hours may be implemented on an individual basis* in one of two ways, as follows:

Method I: Early Friday Departure - each Friday during the summer, eligible employees will be allowed to end their workday at 3:00pm and receive pay for the period of time not worked.

Method II: Summer Floating Holidays - employees whose work requirements do not permit a regular 3:00pm Friday departure may instead be granted three Summer Floating Holidays. Summer Floating Holidays must be taken in whole day increments. No other variation is allowed.

Either Method I or Method II must be selected by each manager for each eligible employee in their area prior to the Summer Hours start date each year. Each employee may only be under one method for the duration of the summer. Switching between methods is not permitted.

*Employees must be actively employed as of the start of the period to be eligible for Summer Floating Holidays. If an employee hires or transfers into a full-time staff position after the period begins or is on leave of absence at the start of the period, only Method I will apply.

IV. Procedures

A. Time Entry (<https://MyBlueSky.DePaul.edu>)

1. Standard Data Entry

Non-exempt and Exempt employees should enter Summer Hours instead of Regular Hours to record time off due to the Summer Hours Program:

- Summer Hours – for Early Friday Departures
- Summer Days – for Summer Floating Holidays.

Under no circumstances may an exempt employee's regular base salary earnings be adjusted due to time recorded as summer hours. This information is to be used for record-keeping purposes only; not payroll purposes. Note: you will be able to save your Summer Hours/Days in advance of the Summer Hours Period by adding an absence in BlueSky, but will not be able to submit them to your manager for approval until the Summer Hours Period has begun.

2. Data Entry for Special Situations

Recording Work Performed after 3:00pm on Fridays

Non-exempt employees who are under the Method I arrangement (see above) and actually perform work after 3:00pm on a Friday should record these hours in BlueSky as Regular Hours, not Summer Hours.

Sick and Vacation Time

If an employee under Method I takes a day off related to sick time or vacation time, the entire day should be recorded as sick or vacation time accordingly.

Leaves of Absence

If an employee is on a continuous leave of absence of any type, then all of the hours during the approved leave should be recorded as leave hours. Summer Floating Holidays Hours cannot be used during a continuous leave of absence. If the employee is on an intermittent leave of absence and a leave incidence coincides with an early Friday departure or scheduled Summer Floating Holiday, the time should be recorded as leave hours.

B. Additional Rules for Summer Floating Holidays

Employees who wish to take a Summer Floating Holiday must obtain prior approval from their manager. Switching between Method I and Method II after the start of the Summer Hours Period is not permitted. Summer Floating Holidays are not accrued and unused holidays can not be carried over into the next calendar year.

V. Contact Information

Office of Human Resources:

Website: <https://hr.depaul.edu/index.htm>
Phone: (312) 362-8500
Mailing Address: 1 East Jackson Boulevard; Chicago, Illinois 60604
Office Location: 14 E. Jackson Boulevard; Suite 1300; Chicago, Illinois 60604

VI. History

The program was implemented on a trial basis during the summer of 2007.

- 2008 Program reviewed and approved
- 2009 Program reviewed and approved
- 2010 Program reviewed and approved
- 2011 Program reviewed and approved
- 2012 Program reviewed and approved
- 2013 Program not approved
- 2014 Program reviewed and approved
- 2015 Program reviewed and approved
- 2016 Program reviewed and approved
- 2017 Program reviewed and approved
- 2018 Program reviewed and approved
- 2019 Program reviewed and approved
- 2020-2021 Program approved, to be incorporated into the Paid Holidays and Absences and Time Reporting policies

This document sets forth general procedures, guidelines and descriptions for the Summer Hours Program, and does not constitute a contract between the university and its staff members. The procedures, guidelines and benefits described herein may be changed, modified or deleted at any time by the university.