



At DePaul University, we recognize the continued commitment and flexibility our staff demonstrates in supporting the university community. As we approach the summer months, we are pleased to continue offering the Summer Hours program to provide additional flexibility during this time. We encourage you to use available time off, including Summer Hours, in a way that works best for you and your department.

Summer Hours Program – 2026

Full-time staff will be eligible for five (5) summer hour days during the 2026 summer period.

You may use summer hours in increments of one hour or more on any day of the week. You may leave early, take half a day, or schedule a full day off, subject to manager approval and departmental needs.

Program Dates:

- **All eligible staff:** Monday, June 15 through Friday, September 4, 2026
- **College of Law staff:** Monday, May 25 through Friday, August 21, 2026 (aligned with the college's academic calendar)

All summer hours must be recorded in BlueSky by selecting Summer Hours under *Absence Type* when entering your time.

We encourage employees and managers to plan ahead to ensure adequate coverage and smooth operations during the summer.

Thank you for your continued dedication and contributions to our university community.