

From: HR Help <hrhelp@winthrop.edu>
Sent: Thursday, May 6, 2021 4:45 PM
To: Faculty-Staff <faculty-staff@winthrop.edu>
Subject: REMINDER: Summer Work Hours Begin Monday

REMINDER: The summer work hours to begin Monday, May 10, 2021 – see information below.

Summer Work Hours

Winthrop will observe special summer work hours again this year **beginning Monday, May 10, 2021, and ending Friday, August 6, 2021**. The official work hours during the summer are as follows:

8:00 a.m. – 5:30 p.m., Monday through Thursday

8:00 a.m. – 11:30 a.m., Friday

Offices will be closed on Monday, May 31, 2021, for Memorial Day and on Monday, July 5, 2021, in observance of the July 4th holiday.

On Friday, June 4, 2021, employees will work until 12:30 p.m. due to the Memorial Day holiday occurring during the same week. And, on Friday, July 9, 2021, employees will work until 12:30 p.m. due to the July 4th holiday occurring during the same week. Employees who work a normal 37.5 hour work week are credited with 7.5 hours of holiday pay, so the adjustment to the work schedule is necessary for each of these weeks to ensure a 37.5 hour work week.

Taking Furlough during the Summer Work Schedule

Remember, furlough must be reported in full-day increments for non-exempt employees, and generally in 5-day increments for exempt employees. As such, non-exempt employees who choose to take the short Friday as a furlough day will need to report Friday as a full 8 hour day of furlough on the timesheet, and account for 30 hours of work during the other days of the same week (Monday through Thursday). Likewise, if a non-exempt employee chooses to take an 8.5 hour work day as furlough during the summer schedule, the employee will need to report a full 8 hour day of furlough on the day furlough is observed and account for 30 hours of work during the other days of the same week (Monday through Friday).

Additional Information

- Facilities Management and Campus Police will maintain regular work hours throughout the summer, and the hours of operation for Dacus Library are available on their website.
- Employees and supervisors may expect warmer temperatures in the campus buildings on Friday afternoons as the air conditioning temperature will be adjusted as a cost-savings measure. Other than scheduled special events, employees who choose to work on Friday afternoons should be prepared for the warmer temperatures. Facilities Management will not adjust building temperatures upon request. To ensure that our Winthrop faculty, staff, and guests are comfortable and safe, faculty and staff scheduling special events that will require an exception to the pre-arranged building climate control settings must ensure the divisional vice president is aware of and approves of the exception prior to scheduling the event. Likewise, Facilities Management must be notified well in advance of the event.

Questions may be directed to HRHelp@winthrop.edu.

Thank you,

The Office of Human Resources, Employee Diversity, and Wellness

