

Summer Hours FAQ

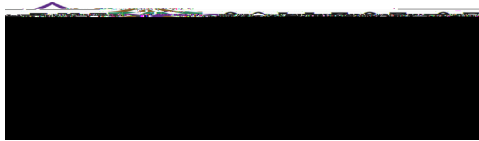
Summer Hours Time Entry Table		
Employee Classification ¹	Minimum Time Entry to Use Summer Hours	Total Amount of Summer Hours Awarded Weekly
Employees scheduled to work 40 hours a week	36 hours (inclusive of time worked and accrued paid time off)	4 Hours
Employees scheduled to work 37.5 hours a week	33.75 hours (inclusive of time worked and accrued paid time off)	3.75 Hours
Employees scheduled to work 35 hours a week	31.5 hours (inclusive of time worked and accrued paid time off)	3.5 Hours
Employees scheduled to work 27.5 hours a week	24.75 hours (inclusive of time worked and accrued paid time off)	2.75 Hours

Please note summer hours give employees additional time off if departmental operations allow. Summer hours are an award of paid time off calculated based on an employee's regularly scheduled hours. Summer hours satisfy the gap in hours between the employee's minimum amount of hours that they are scheduled to work (36 hours for employees with a minimum of 40 hours a week, 33.75 hours for employees with a minimum of 37.5 hours a week, 31.5 hours for employees with a minimum of 35 hours a week, and 24.75 hours for employees with a minimum of 27.5 hours a week).

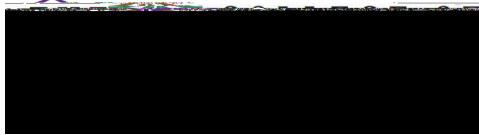
regularly scheduled weekly hours.

Example 2: Employee B is regularly scheduled to work 40 hours per week and works 34 hours. Employee B is 2 hours shy of their 36 minimum weekly hours. Therefore,

¹ Employees must be benefit eligible and work a minimum of 27.5 hours a week 48 weeks a year in July and August to be eligible for summer hours.



Employee B must use 2 hours of other accrued paid time off to receive the award of 4 summer hours because the weekly minimum hours were not met.



Kronos time entry will follow a different process in departments with area timekeepers.

Example 1: I am a nonexempt employee with an area timekeeper (e.g., I work in Dining Services and Facilities). Employees in these departments must work the minimum number of weekly hours for summer hours to be applied to their timecards by their area timekeeper. If the employee does not meet their weekly hourly minimum they should follow their existing time off process to request additional accrued paid time off (e.g., vacation and floating holiday) to meet their minimum weekly hours. Employees with questions about timekeeping should contact their supervisor.

Example 2: I am a nonexempt employee without an area timekeeper. My supervisor reviews my time off requests and my timecard weekly in Kronos. Employees must work the minimum number of weekly hours for summer hours to be applied to their timecards. Employees without an area timekeeper must submit a time off request in Kronos requesting to use summer hours in advance or on a weekly basis.

Part-time, seasonal, and temporary employees (including students) are not eligible for summer hours and will only be paid for hours worked. To be eligible for summer hours, an employee must be benefits eligible and work 27.5 hours per week 48 weeks a year in July and August.

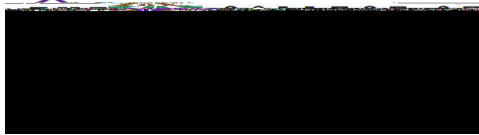
3. Are Summer Hours included in overtime calculations?

No. Overtime is calculated based on hours worked. Summer hours are excluded from overtime.

4. If I call out sick or use intermittent MA PFML does that impact my summer hours?

If you are out of work due to illness, the absence must be recorded as sick time or intermittent PFML. Employees must work or use accrued paid time off to meet their weekly minimum number of hours to be eligible for summer hours.

5. Can I use vacation time instead of working a compressed work week?



vacation time in Kronos. Employee A will be awarded four hours of summer hours on Friday afternoon and should exclude those hours from their vacation request.

Example 2: Employee B, a non-exempt employee who works 35 hours a week, has requested and been approved by their supervisor to be on vacation for one week (5 work days) during the summer hours period. Employee B will request 31.5 vacation hours and 3.5 summer hours in Kronos. As a non-exempt employee, Employee B must account for all of their time in Kronos.

Important : Historical edits cannot be made to timecards after the summer hours period ends. Exempt employees must consider summer hours when requesting vacation time in Kronos. Non-exempt employees without area timekeepers must request summer hours in Kronos when requesting vacation time.

7. I will be on medical leave during July and August; will I receive Summer Hours?

No, employees must work 27.5 hours weekly during July and August (subject to any authorized use of paid time off) to be eligible for summer hours.