

Summer Flex Schedules FAQ

1. Can I work as early or as late as I want to make when I flex my schedule?

Employees paid hourly should not flex hours such that they start before 6:00am or end after 6:00pm due to night differential pay. Night differential pay does not apply to exempt employees.

2. How do I record my time on my timesheet?

Employees paid hourly should record their in/out times based on the hours they are actually working. If an employee works 10 hours in a day the in/out times for that day should reflect that. Timesheets do not apply to exempt employees.

3. How do I record my absences when I take a day off?

If an employee is flexing their schedule such that they reach 40 hours by 12noon on Friday, the remaining of the day for Friday would not require leave/absence entry. If an employee takes off work leaving less than a 40-hour week, the employee should record the total hours for the absence to equate to the 40 hours.

For example, an employee works Monday through Wednesday, 9 hours per day (total of 27 hours), and takes off all day Thursday, and half day Friday. They should record 9 hours of leave/absence usage for Thursday and 4 hours of leave/absence usage for Friday.

Exempt employees should follow the same logic. For example, if their flex schedule is such that they work 9 hours on Thursday then they should input the absence as 9 hours for the day. If they normally would work 4 hours on Friday, then they should input the absence as 4 hours for that day. Due to automatic rounding in the HRS system, it will be necessary to contact HR to override the standard 8-hour workday.

4. What options are available for summer flexing?

Option 1: Four 9-hour workdays and one 4-hour workday (Friday is encouraged)

- Four – 9-hour days, one 4-hour day and a half day off during the week (to be determined by employee and supervisor)
- Department/office cannot close during core business hours
- Employee cannot start before 6:00 am or end after 6:00pm.
- At least a 30-minute unpaid lunch is recommended

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- Employee may not combine lunch and breaks to come in late or to leave early

Option 2: Ten Hour Workday

- Four – 10 hour workdays; one day off during the week (to be determined by employee and supervisor)
- Department/office cannot close during core business hours
- Employee cannot start before 6:00 am or end after 6:00pm.
- At least a 30-minute unpaid lunch is recommended
- Employee may not combine lunch and breaks to come in late or to leave early

Option 3: Early Start/Early End/Regular Week

- If you chose to work a regular work week (Five - 8 hour days), you may start as early as 6:00am.
- Department/office cannot close during core business hours
- Employee cannot start before 6:00am or end after 6:00pm.
- At least a 30-minute unpaid lunch is recommended
- Employee may not combine lunch and breaks to come in late or to leave early

Option 4: No change

You are not required to participate in the flexible summer hours program. You may work your normal schedule.

5. Can I flex my schedule during the week of July 4th?

No, because July 4th is a holiday and how you are paid, all employees should work a normal 8 hour/day schedule.

6. Can I combine my lunch and breaks to leave early or come in late?

No, FLSA regulations require employees to use lunch and break periods for the purpose of rest between extended work periods.

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