

## Summer Hours FAQ

Summer Hours Time Entry Table		
Employee Classification <sup>1</sup>	Minimum Time Entry to Use Summer Hours	Total Amount of Summer Hours Awarded Weekly
Employees scheduled to work <b>40</b> hours a week	36 hours (inclusive of time worked and accrued paid time off)	4 Hours
Employees scheduled to work <b>37.5</b> hours a week	33.75 hours (inclusive of time worked and accrued paid time off)	3.75 Hours
Employees scheduled to work <b>35</b> hours a week	31.5 hours (inclusive of time worked and accrued paid time off)	3.5 Hours
Employees scheduled to work <b>27.5</b> 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 must be worked each week (column 2) and the employee’s **total regularly scheduled weekly hours** (column 1).

**Example 1:** Employee A is regularly scheduled to work 40 hours a week and has a compressed workweek schedule for the summer where employee A works 9 hours a day/4 days a week. If Employee A works 37 hours due to operational needs, the timecard must be adjusted to reflect a total of **3 summer hours**.

**Rule:** Adding summer hours to an employee’s timecard must not exceed the employee’s 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,

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<sup>1</sup> 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.

**Rule:** Employees will not be awarded summer hours when they do not meet their weekly minimum hours. However, employees have the option, with manager or supervisor approval, to use accrued and available paid time off to satisfy their weekly minimum hours. For additional context regarding this example please refer to questions 4 through 6 below.

### 1. My department must remain open on Fridays. How can my staff avail themselves of the compressed work week and summer hours?

The needs of individual departments will vary. If operational needs allow, departments should reduce staff on Fridays. Some staffing options for managers include:

- Alternate the day off for summer hours (e.g., if a day off on Friday is not an option, allow the employee to take Monday or another day of the week) and have the employee work a compressed workweek for the remaining four days of the week.
- If employees must work all five days, consider scheduling employees for half the day on Friday, with one staff member working in the morning and their colleague working in the afternoon. This schedule would not require the employee to work a compressed work week, but will still provide summer hours (a half day off).
- Reduce the hours of operation on Fridays.
- Allow staff to alternate summer Fridays, meaning staff members could be scheduled to work every other Friday. If this schedule is chosen, the employee would not have to work a compressed work week, as summer hours would be applied every other week, allowing the employee to take a full work day of summer hours every other Friday.

**Department heads are encouraged to be creative and flexible to ensure their staff can avail themselves of summer hours.**

### 2. How do I record summer hours on my timecard?

Non-exempt employees must record all hours worked on their timesheets. Non-exempt employees and their supervisors must follow the existing policy on recording and reviewing timecards, which includes **validating the total hours recorded** and ensuring that the appropriate amount of summer hours have been applied. Summer hours satisfy the gap between the employee's minimum weekly hours and their regular weekly hours.



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

**Example 1: I am a non-exempt 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 non-exempt 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?**

With supervisor approval, vacation time may be used to meet the minimum number of weekly hours.

### **6. I have scheduled to be on vacation for a week this summer. Will I be eligible for summer hours?**

Yes. Employees must meet their weekly hourly threshold to be eligible for summer hours.

**Example 1:** Employee A, a full-time exempt employee who works 40 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 A will request a total of 36 hours of**



**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. *Note: If Employee B has an area timekeeper, the area timekeeper should apply summer hours to Employee B's timecard once Employee B meets their weekly minimum hours.*

**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.