

University of Kentucky

Reduced Summer Hours Program Guidelines

Purpose:

To establish guidelines for a Summer Hours Program which become effective on June 1, 2008 and continue through August 15, 2008.

While recognizing the need for a balanced work life during the summer months and desiring to more effectively utilize the University's resources during slower periods, it may be possible for some departments to consider reducing an employee's regular work hours, at the employee's request, during the summer months. Department operations cannot suffer due to the approval of summer hours and additional positions cannot be added to assist with the completion of work.

Eligibility

Regular, non-clinical essential staff employees, exempt or non-exempt, with a full-time equivalent (FTE) greater than 0.75 are eligible to apply for reduced summer hours. Approval of a summer hour's program is at the discretion of department management and administration.

Options

A regular employee with a FTE greater than 0.75 has the following options:

- a) To request leave without pay from June 1, 2008 through August 15, 2008 (10 week period); or
- b) To request a reduced work schedule from the employee's current FTE to no less than 0.75 FTE at the appropriate pay rate.

Request for leave or reduction in hours must be made for a minimum of four weeks and beyond 4 weeks in weekly increments.

Process:

Application for Summer Hours

Applications to request summer hours must be submitted on the Reduced Summer Hours Program form. The application form is available online at <http://www.uky.edu/HR/WorkLife/ReducedSummerHours.html>. The application must be submitted for approval to department management and the department business office. After consideration of applications for approval or denial, the department business office should forward a copy of the Reduced Summer Hours application to the Human

Resources Office of Work Life within a minimum of two weeks prior to the requested effective date of the summer hours.

An employee who requests and is approved for a leave without pay from June 1, 2008 through August 15, 2008 or for any period within this time frame will be considered to be on voluntary leave and is not eligible for unemployment compensation. Vacation and temporary disability leave (TDL) will not accrue during this time period. An employee on leave without pay will not be entitled to holiday leave.

An employee who requests and is approved for a reduced work schedule will remain a regular employee. The employee's pay rate will be reduced on a pro-rated percentage relative to the FTE reduction. Vacation, TDL, and holiday will accrue on a pro-rated percentage relative to the FTE reduction.

Depending on a leave without pay or a reduction in FTE, the employee's benefits will be adjusted accordingly.

Department Management/Administration

The business officer in the employee's department will execute a "Position Update" action in SAP to update the employee's record. Detailed instructions may be found in the HR Reference manual:

http://www.uky.edu/IRIS/HR/PositionChangesTransfersUpdates_07102007.pdf

At the end of the agreed upon leave, the business officer will execute the same action and bring the employee back to the original status, FTE and pay rate.

Because the summer hour's assignment is a temporary accommodation, there will be no need to change the attributes of the position.

An employee's health benefits premiums will be "caught up" retroactively when the employee returns to active status.