

Summer 2024 Four-Day workweek **Pilot**  
SUNY Oswego

To provide our employees with a flexible work schedule during the summer period, garner utility savings due to energy efficiency and management during this period and boost employee morale, we are pleased to offer a truncated workweek **pilot** for summer 2024. Details of the proposed pilot are below:

The pilot program will run from June 10, 2024 through August 2, 2024 (8 weeks)

During the Juneteenth workweek, June 17-21 all staff will work on Monday, Tuesday, Thursday, and Friday. Wednesday, June 19, 2024 will be observed as the Juneteenth holiday.

Similarly, during the Independence Day workweek, July 1-5, all staff will work on Monday, Tuesday, Wednesday, and Friday. Thursday, July 4, 2024 will be observed as the Independence Day Holiday.

If your department is participating in this year's pilot, the schedules from which to choose are below. Consult with your manager/supervisor to obtain approval for your summer schedule based on institutional needs. See the attached document for the schedule election form. The supervisor or department head for record keeping shall retain this document.

Following the completion of this pilot, we will review and assess the efficacy of this opportunity and discuss options for the future.

The four summer schedule options are:

- **Schedule A, B, and C:** Is for staff members in titles with a normal work schedule of 37.5 hours per week.
- **Schedule D, E, and F:** Is only for staff members in titles with a normal work schedule of 40 hours per week.

Employee Name:

Department/Location/Unit:

Manager/Supervisor Name:

Please select one of the following options by placing an "X" in the appropriate box:

TO BE COMPLETED BY EMPLOYEES WITH A NORMAL WORK SCHEDULE OF 37.5 HOURS PER WEEK

A  I choose to work extended hours, Monday through Thursday, with a 30-minute meal break from Monday, June 10 through Friday, August 2 excluding the weeks with Juneteenth and Independence Day holidays. I will observe Fridays off and not have to charge leave accruals. Staff's hours should equal 37.5 hours in a 4-day work week. Please discuss your flexible hours and telecommuting with your supervisor prior to completing the form. See sample schedules below.:

7:00 A.M TO 5:00 P.M and 7:00 A.M TO 4:45 P.M

7:30 A.M TO 5:30 P.M and 7:30 A.M TO 5:15 P.M

8:00 A.M TO 6:00 P.M and 8:00 A.M TO 5:45 P.M

B  I choose to work regular hours Monday through Thursday with a half hour meal break each day (if observing traditional summer hour schedule), and charge 7.5 hours to annual leave on each of the following dates: June 14, June 28, July 12, July 19, July 26, and August 2.

C  I choose to work regular hours Monday through Thursday with a half hour meal break each day (if observing traditional summer hour schedule) and work remotely on Fridays (if applicable) with supervisory approval.

TO BE COMPLETED BY EMPLOYEES WITH A NORMAL WORK SCHEDULE OF 40 HOURS PER WEEK

D  I choose to work 4 days per week, 10 hours per day, with a 30-minute meal break from Monday, June 10 through Friday, August 2 excluding the weeks with Holidays.

E  I choose to work 4 days per week, 8 hours per day from Monday, June 10 through Friday, August 2 and charge 8 hours to annual leave on each of the following dates: June 14, June 28, July 12, July 19, July 26, and August 2.

F  I choose to work regular hours Monday through Thursday with a half hour meal break each day (if observing traditional summer hour schedule) and work remotely on Fridays (if applicable) with supervisory approval.

Signature and Date

Telephone #

Employee:

Manager/Supervisor: