



TO: CSU-Pueblo Classified and Administrative Professional Employees

FROM: Jennifer Quintana, Interim Director of Human Resources

DATE: April 20, 2019

SUBJECT: Summer Flex Schedule

A voluntary change in work schedule—summer flex schedule—may be requested by any classified or administrative professional employee for the period of May 13 through July 26, 2019. Employees will return to their regular work schedule on Monday, July 29, 2019.

To request a summer flex schedule, complete and submit the Summer Flex Schedule Request (pg. 2) to your supervisor. Supervisors will review summer flex schedule requests on a case-by-case basis considering the department's staffing needs, the individual job duties, impact to the department, and the employee's work record.

Considerations for employees and supervisors:

- University offices must be staffed and open during normal business hours Monday through Friday.
- An employee on an approved summer flex schedule may request to use sick or annual leave through the normal leave request/approval process. The leave requested must be equal to the number of hours the employee was scheduled to work that day. An employee scheduled to work 10 hours, who requests to use sick or annual leave for the entire day, will enter 10 hours of leave in the Employee Portal. Supervisors and appointing authorities retain the authority to grant or deny leave requests.
- For workdays of more than five hours, the employee must schedule a lunch period of at least 30 minutes. The employee is not permitted to work through the lunch period to fulfill the required number of hours for any particular day.
- Holidays are limited to 8 hours. If the summer flex schedule workday exceeds 8 hours, the employee will either work the additional hours needed within the workweek or request annual leave for the additional hours. If the holiday falls on a day the employee is not scheduled to work as part of the summer flex schedule, the employee is granted 8 hours of paid time off to be taken within thirty days of the holiday on a date approved by the supervisor.
- A copy of the approved summer flex schedule must be delivered/mailed to the Office of Human Resources by May 10, 2019, for inclusion in the employee's personnel file.
- An approved summer flex schedule can be cancelled or modified at any time by the University.



**CLASSIFIED AND ADMINISTRATIVE PROFESSIONAL EMPLOYEE
SUMMER FLEX SCHEDULE REQUEST
MAY 13 THROUGH JULY 26, 2019**

Employee name: _____

Proposed summer flex schedule

Workdays: _____

Daily work hours: _____

Lunch breaks (duration): _____

Example:

Employee Name: John Smith

Workdays: Monday through Thursday

Daily Work Hours: 7-6

Lunch breaks (duration): One Hour

Submit this form to your supervisor to request approval for a summer flex schedule for the period from May 13 through July 26, 2019. This form can also be accessed from the Human Resources web page at <https://www.csupueblo.edu/human-resources/all-employees/resources.html>.

Employee Acknowledgement

I have read, understand, and agree to abide by the conditions of this approval as described in the Summer Flex Schedule memo. I also understand this approval can be cancelled or modified at any time by the University.

Employee signature

Date

Supervisor signature

Date

Copy: Personnel file