

**CALIFORNIA STATE UNIVERSITY, CHICO  
2009 CAMPUS 4/10 SUMMER WORK SCHEDULE**

**FREQUENTLY ASKED QUESTIONS (FAQ'S)**

- 1. When does the campus 4/10 summer work schedule begin and end?**  
A: The summer schedule begins on June 1 and ends August 14, 2009. Employees will return to their normal schedule beginning August 17, 2009. The week of June 29 through July 3, 2009, will be excluded.
- 2. What are the days/hours of the campus 4/10 summer work schedule?**  
A: Staff employees will work 10 hours each day Monday through Thursday from 7:00 a.m. to 5:30 p.m. with a half-hour lunch.
- 3. What hours will the campus be open to students and the public?**  
A: The campus will be open to students and the public from 7:00 a.m. to 5:30 p.m. Monday through Thursday.
- 4. When will Independence Day (July 4) be observed?**  
A: Independence Day will be observed July 3, 2009. The work schedule for the week of June 29 through July 3, 2009, will be: Monday through Thursday 8:00 a.m. to 5:00 p.m., 8 hours each day, with one (1) hour for lunch. The campus will be closed on Friday to observe the holiday (8 hours).
- 5. Are there exceptions to the campus 4/10 summer work schedule?**  
A: Yes, upon approval. Employees may request to modify the 7:00 a.m. to 5:30 p.m. Monday through Thursday schedule based on individual cases of hardship. Childcare issues, elder care, medical issues, and physical limitations are examples of what may constitute a hardship. An alternative 10-hour day (e.g., 6:30 a.m. to 5:00 p.m., 7:30 a.m. to 6:00 p.m., 8:00 a.m. to 6:30 p.m.) may be used as one form of adjustment. Inconvenience alone will not be considered a hardship.
- 6. How do I request an exception to the campus 4/10 summer work schedule?**  
A: Staff employees will need to seek a modification from their supervisor. If the employee and the supervisor are unable to work out a modification, the employee shall complete a hardship exception form with supporting documents. The employee must forward the form and documentation to the Chief Human Resources Officer, Staff Human Resources Management (campus zip 0028) and submit a copy of the form and documentation to their HEERA supervisor (non-bargaining unit supervisor).
- 7. Can I use vacation or Compensating Time Off (CTO) to modify my work schedule?**  
A: Non-exempt employees may request to use one (1) hour of vacation time or CTO to deal with childcare issues, elder care, medical issues or physical limitations that an employee may have. In the event that the non-exempt employee doesn't want to use vacation time or doesn't have vacation time or CTO, the employee may take one (1) hour of dock per day with supervisor approval. Efforts will be made to provide

opportunities to earn CTO prior to June 1, 2009, in order to minimize any loss of pay or benefits.

**8. I want to take a one-hour a day dock instead of using my vacation and CTO. Can I do this?**

A: Yes, if you are a non-exempt employee and have an approved hardship exception. Also, for payroll requirements, you must submit a preliminary absence report by the 15<sup>th</sup> of each month to ensure your paycheck issues correctly and is available on payday.

**9. What if I work overtime and have used one hour of vacation or CTO on days during the week?**

A: Vacation and CTO are considered "time worked" and are counted toward the 40-hour work week. Anything over 40 hours for non-exempt employees is considered overtime.

**10. How do I report Excess/Deficit Hours?**

A: The new schedule for June, July, and August does not create additional hours due to an employee. Employees who are moving from a Monday through Friday, 8 hours a day schedule to the summer 4/10 schedule do not need to report Excess or Deficit Hours.

**11. Can I use my Personal Holiday to cover an hour a day during the 4/10 schedule?**

A: No, your personal holiday must be used as an entire day. If you take a day off, Monday through Thursday, your personal holiday covers the entire 10-hour day.

**12. What is the purpose of the new campus 4/10 summer work schedule?**

A: The purpose of this new summer schedule is to provide an employee benefit of three-day weekends and reduce our carbon footprint.

**13. What will be the impact on vacation and sick leave use and accrual rates?**

A: If a 10-hour day is used for either vacation or sick leave the accrual will be diminished the same. The summer schedule will have no effect on leave accrual rates.