Purpose

The purpose of this document is to assist managers with next steps upon receipt of a *Summer Schedule Hardship Exception Form*.\(^1\)

Process

1. If a manager receives the *Summer Hardship Exception Form* based on a health-related issue, they should immediately direct the employee to contact the Human Resources Service Center (HRSC).
   a. If the employee presents medical information, documentation, or certification, have the employee send or bring it directly to HRSC.

2. If a manager receives the *Summer Hardship Exception Form* because of Childcare and/or Eldercare obligations, the manager should instruct the employee to provide documentation from the care facility (typically related to hours of operation), and an explanation of the requirements or restrictions the employee will face working the 4/10 summer schedule.

3. If an employee is requesting an exception to care for a family member, have them complete the *Summer Hardship Exception Form* and forward the form directly to Human Resources. “Family Member” is defined under the applicable Collective Bargaining Agreement.

4. If an employee is requesting hardship for some other reason, then contact HR at x3116 to discuss.

5. In all cases, the Appropriate Administrator should sign the *Summer Hardship Exception Form*. If there are two (2) Appropriate Administrators, they should both sign the form.

Contact

In all cases, please submit the completed form to the Dylan Saake, Director of Labor Relations and Compliance, (530) 898-3116, email dsaake@csuchico.edu.

Summer schedule forms and related information are available online at http://www.csuchico.edu/hr/resources/summer.shtml.

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\(^1\) The *Form* is not necessary when the department has accommodated the employee by providing an alternative 10-hour work schedule (such as 6:00 a.m. to 4:30 p.m. or 7:00 a.m. to 6:00 p.m. with a one hour lunch.), or after approving the use of compensatory time off (CTO) or vacation to reduce the hours of work for non-exempt employees. The *Form* is to be used when the manager has denied the employee request.