

Colleagues:

I am pleased to announce that we will continue the Flexible Summer Schedule program. Effective dates for summer 2023 are June 5 thru August 11. Guidelines are listed below:

1. The core hours of the University are 7:45 am to 4:30 pm, Monday thru Friday. Every department must have coverage during the core hours. Work with your supervisor to determine how your area will be covered.
2. Your position must be conducive to a flexible schedule and approved by your immediate supervisor. If you have questions, speak with your supervisor.
3. A department **cannot** close to support a flexible schedule. Smaller departments/units (departments/units that consist of one or two employees) must ensure phone and email coverage during vacation and other schedule changes.
4. Employees working a modified schedule for the Summer 2023 must agree to work expectations with their supervisors.

### **Option 1: No change**

You are not required to participate in the summer flexible hours program. You may work your normal schedule.

### **Option 2: Ten Hour Workday**

Four 10-hour workdays; one day off during the week (to be determined by employee and supervisor)

- Department/office cannot close during core business hours
- Employee cannot start before 6:45 am. **You cannot start later than 8:00 am**
- Employee must take at least a 30 minute unpaid lunch
- Employee must take all breaks
- Employee may not combine lunch and breaks to come in late or to leave early

### **Option 3: Four 9-hour workdays, and one 4-hour workday**

Four 9-hour workdays, one 4-hour day and a half day off during the week (to be determined by employee and supervisor)

- Department/office cannot close during core business hours
- Employee cannot start before 6:45 am. **You cannot start later than 8 am**
- Employee must take at least a 30 minute unpaid lunch
- Employee must take all breaks
- Employee may not combine lunch and breaks to come in late or to leave early

**Option 4: Part-Time, *Temporary* Telecommuting Hours –If your job is conducive**

Three 8-hour workdays on site; two 8-hour days working from home (to be determined by employee and supervisor/agreement approved by supervisor and HR)

- Department/Office cannot close during core business hours
- Agreement cannot be used as a substitute for [FMLA](#) or other medical/health conditions
- Employee must follow all [telecommuting guidelines](#) and complete a [telecommuting agreement](#)
- Employee must be available by phone, email, or electronic meeting platform
- Employee must take at least a 30 minute unpaid lunch
- Employee must take all breaks
- Employee may not combine lunch and breaks to start late or end early

**IMPORTANT NOTE:** Due to the July 4<sup>th</sup> holiday and how you are paid, during the week of July 3<sup>rd</sup> all employees are required to work a normal 8 hour/day schedule. You may go back to a flexible schedule the following week. Also, if you have a scheduled vacation, you must treat the vacation week as a normal work week and record 8-hour work days.

**Important Reminders About Telecommuting**

The [Telecommuting Policy](#) enables, but does not require UW System Institutions, to establish a telecommuting agreement with an employee, when appropriate, to work from an alternative work site. A telecommuting agreement may be terminated within a 30-day notice should a manager believe the arrangement is no longer working. A few key points to remember:

- A telecommuting agreement/arrangement is not a substitute for FMLA. If you need to take time off to care for a serious health condition, or to care for a spouse, child, or parent, you must apply for FMLA and use any accrued sick, vacation, or personal time that you may have.
- If you are requesting to telecommute as a reasonable accommodation as a result of a disability, you must fill out the Request for Accommodation [form](#) and submit it to Human Resources for review and approval.
- Telecommuting outside of the State of Wisconsin is discouraged. Any agreement which may involve an employee working outside of the state requires approval of a Vice Chancellor/Cabinet Member and Chancellor. The approval shall only be granted after consultation with University of Wisconsin System Legal Counsel regarding tax and employment law implications.

UNIVERSITY OF WISCONSIN

# PARKSIDE

- If you are telecommuting and are required to attend meetings on site, you will not be reimbursed for travel related expenses, including temporary housing or mileage reimbursement.
- If you are telecommuting, you will be required to be available for meetings and check-ins with your supervisors and/or colleagues during agreed-upon work hours via phone, email, or electronic meeting platform.

Thank you!

The Office of Human Resources