

## 2025 Summer Fridays Frequently Asked Questions

Drew's 2025 flexible summer schedule is effective May 23 to August 8 and will allow most offices to close at 12:30 p.m. on Fridays. For offices that must be open all-day Friday to meet business or student needs, managers will work with their teams to provide schedule flexibility throughout the week or minimal staff coverage on those days that meet business needs.

### Frequently Asked Questions.

- Q.** Are employees still required to work their normal 35-hour and 40-hour work schedules?
- A.** Yes, all full-time employees (35-hours and 40-hours) must continue to work their full-time schedule and with approval from their supervisor, will work longer hours on Monday through Thursday so that there is a shorter working day on Friday.
- Q.** Will summer Fridays lighten my weekly responsibilities?
- A.** No, full-time workers are still required to work their normal weekly hours (35-hours or 40-hours) to support operational priorities during core business hours.
- Q.** How are Summer Work Schedules coordinated with the supervisor?
- A.** Each employee must communicate their preferred work schedule to their supervisor and obtain approval prior to the commencement of the Summer Friday schedule. Employees are required to follow the Summer Friday compressed work schedule through August 8, 2025.
- Q.** Can employees use unlimited vacation or sick time during Summer Fridays?
- A.** Employees who wish to use sick or unlimited vacation during the Summer Friday reduced operation schedule must request that time following existing time off procedures and with approval of their supervisor.
- Q.** How will breaks and lunch periods be managed?
- A.** The University believes that it is important for employees to take time during the day to eat lunch and stop working. Employees should plan to take lunch away from their workstation unless required to remain there based upon business needs. Rest and break periods may be scheduled at the discretion of the department supervisor.
- Q.** What are some examples of a 35-hour or 40-hour compressed working schedule?

35-hour work schedule with the department closing early on Fridays:

Sample Work Schedule #1				
Monday	Tuesday	Wednesday	Thursday	Friday
9 hours	8.5 hours	7 hours	7 hours	3.5 hours

Sample Work Schedule #2				
Monday	Tuesday	Wednesday	Thursday	Friday
8 hours	8.5 hours	7.5 hours	7.5 hours	3.5 hours

40-hour work schedule with the department closing early on Fridays:

Sample Work Schedule #1				
Monday	Tuesday	Wednesday	Thursday	Friday
10 hours	10 hours	9.5 hours	7 hours	3.5 hours

Sample Work Schedule #2				
Monday	Tuesday	Wednesday	Thursday	Friday
9.5 hours	9.5 hours	9.5 hours	8.0 hours	3.5 hours