

2024 Summer Fridays Frequently Asked Questions

Drew's 2024 flexible summer schedule is effective May 13 to August 9, 2024 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 or 40-hour work schedules?
- A.** Yes, all full-time employees (35-hours or 40-hours) must continue to work their full-time schedule with approval from their supervisor. Summer Fridays are designed to allow employees to work a compressed work schedule (longer hours) Monday through Thursday so that there is a shorter working day on Friday.
- Q.** Will summer Fridays lighten my weekly responsibilities or working time?
- 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.** Employees will work with their supervisor to determine their work schedule. All employees should expect to work their approved schedule from May 13 to August 9, 2024.
- Q.** Can employees use vacation or sick time during Summer Fridays?
- A.** Employees who wish to use sick or vacation during the Summer Friday schedule must still follow existing call-off procedures and obtain supervisor approval to utilize vacation leave and take the appropriate number of hours that they are not working
- Q.** How will breaks and lunch periods be managed?
- A.** Employees can take their normal breaks and should obtain approval to modify their lunch period with supervisor approval.
- Q.** What are some examples of 35-hour or 40-hour compressed schedules?

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