



### **UW Summer Hours Begin May 16th**

University of Wyoming business and administrative offices will observe summer hours (7:30 a.m. to 4:30 p.m.) beginning Sunday, May 16<sup>th</sup> through Saturday, August 21<sup>st</sup>.

Please note that UW offices will be closed for Memorial Day on Monday, May 31<sup>st</sup> and for Independence Day on Monday, July 5<sup>th</sup>.

### **Voluntary Reduction in Summer Hours**

Again this year, UW offers a voluntary reduction in hours for the summer of 2021. If you are wondering how you can help the University save some money this summer, and you'd like to enjoy three day weekends during Wyoming's amazing summer months, consider this option.

All full-time benefited employees are eligible to participate in a voluntary reduction of summer hours from 40 to 32 hours per week, with a corresponding reduction in pay. A change for this year is that the reduction in hours is available in two-week increments (tied to UW's pay schedules) instead of a full month. The two-week periods will start on May 16, 2021 and will end on August 21, 2021. Please note that any position deemed critical to university operations may not be approved. Also, any holidays occurring during an elected period will be compensated at 6.40 hours per day. The transaction must be entered in HCM and approved by the employee's supervisor.

### **To process this request as a Supervisor**

- Review the Quick Reference Guide [Updating Working Hours](#), to reduce the employees working hours to 32.
- The supervisor will also reduce the salary to be .8 FTE (32 hours). Calculation details are in the QRG [Change Salary](#).
- Please note these steps must be followed a second time using effective date of the return to full hours when the summer hours are completed.

### **To process this request as a Decentralized Human Resources Representative (DHR)**

- Reference step 4 of the Quick Reference Guide [Assignment Change](#), to reduce the employees working hours to 32.
- DHR will reduce the salary to be .8 FTE of full salary. Calculation details are in the QRG [Manage Salary](#).
- Please note these steps must be followed a second time using effective date of the return to full hours when the summer hours are completed.