

Gatton College of Business and Economics
Policy for Requesting Summer Flex Schedule and Reduced Seasonal Hours

The Gatton College of Business and Economics supports the opportunity for staff to participate in the workplace flexibility that is offered by the UK and the Work-Life Office. The Gatton College policy for requesting and approving staff requests are as follows:

I. FLEX SCHEDULE (Excluding Summer and Reduced Seasonal)

a. Flextime:

Adjusting start and end times to meet department and/or employee needs without reducing the number of hours worked each day or week. This can range from individual employee start and end times to department "core hours" when all employees must be present (e.g. between 10 AM and 2 PM), but can flex their hours outside of those core hours. Flextime may also be formal (e.g. an employee starts work at 7 AM rather than 8 AM during peak or busy months) or informal (e.g. employees vary their start and end times on a daily basis).

b. Recurring or Situational Telework:

Adjusting the primary workplace location to meet department and/or employee needs. Recurring telework is an ongoing, formal arrangement (e.g. working from home two days per week) while situational telework is informal and occurs on an occasional, as needed basis (e.g. working from home after an afternoon doctor's appointment or during inclement weather).

c. Compressed workweek:

A standard 40-hour workweek compressed into fewer than five days (e.g. 4-10's, 3-12's)

II. SUMMER AND SEASONAL FLEX WORK SCHEDULE (FWS) & REDUCED WORK SCHEDULE

a. Summer/Seasonal Flex Work Schedule

Employees are eligible for summer and seasonal flex work schedules. The process for making requests of this type are detailed below:

- Employee to submit a written request to their Supervisor requesting to participate in the Workplace Flexible Schedule.
- Each request is to be received by the Supervisor no later than **March 1st of each year**.
- The Supervisor is to meet individually with each staff member upon receiving a written request for a flexible schedule.
 - Discuss the specific type of schedule and time frame of request
 - Discuss impact to the department and team members
 - Request should be evaluated based on how job responsibilities and goals will be met or exceeded.
- The Supervisor must submit all flexible work requests to the Executive Associate Dean and the Chief Financial Officer for approval.
- All requests should be received by the Executive Associate Dean and the Chief Financial Officer by **March 6th of each year**.
- The Executive Associate Dean and the Chief Financial Officer will have approvals back to the Supervisors by **March 10th of each year**.
- Supervisors to meet with the individual staff members, who have made requests, to discuss approvals or denials regarding the flexible work schedule.

- Staff member to refer to the Work-Life website for directions on submittal of request – www.uky.edu/hr/files/worklife.
 - Fill out an online FlexWork Request Form at www.uky.edu/hr/work-life/forms/flexwork-request-form.
 - A copy of the submitted form is sent via email to you, your supervisor, and the Office of Work-Life.
 - Your supervisor reviews the email with the submitted form. He or she may have additional questions or need clarification about the request before making a decision.
 - Your supervisor will reply via email to your request and copy the Office of Work-Life with his or her decision. If the request was for Reduced Seasonal Hours, your supervisor should also copy the Chief Financial Officer.
 - If you approve the request, please forward the content of this email along with the text 'APPROVED' to the employee, and to the Director of Work-Life at UK. If the employee has submitted a request for Reduced Seasonal Hours or Unpaid Leave, you will also need to forward the approval form to the Chief Financial Officer. Prior to final approval, it is strongly recommended that you review the employee's reduced seasonal hours request with your dean/director.
 - If you do not approve the request, please review with your employee and have them resubmit this application if appropriate.
 - If approved, you can start the FWS at the agreed upon start date.
- Supervisor and employee are to have a check-in conversation after 30 days to discuss what is working well and what may need to change.

Note to the Supervisor:

The Office of Work-Life recommends keeping the following in mind while reviewing any flexible work request:

- Job Appropriateness: Consider the responsibilities of your employee's current job. Are there creative ways that the job can be modified to accommodate the employee's request that will also benefit the department/division/center?
- Past Performance: Does the employee have a history of good or excellent performance at work? If applicable, do they consistently turn in high-quality work and meet deadlines? Employees who have a track record of success in the office are likely to continue this success even while using a flexible work arrangement.
- Communication Skills: Employees need to maintain communication with you, their coworkers, and employees across the University. This means returning emails and phone calls promptly. When an employee works a flexible work arrangement, they may need to change how they communicate with others. Ensure that they've clarified in their request how they plan to address any communication barriers or remain accessible (if teleworking).
- Benefit to the Department/Division/Center: Flexible Work Arrangements aren't just a benefit for employees, you – as a supervisor – can also reap the benefits of these requests. In addition to retaining great employees and the potential for increasing productivity and employee morale, here are a few other ways your group might benefit: Modifying work hours may provide greater coverage at your office and offer more availability for clients/students. Allowing employees to telework 2 or 3 days/week supports desk sharing, and may free up a crowded space.

Note to the Employee:

- Based on the responsibilities of your job and the needs of your unit or department, some strategies may not be a good fit or will look slightly different than what has been outlined by the Work-Life Office.

b.Reduced summer/seasonal hours

Regular, clinically non-essential, full-time staff employees are eligible to temporarily reduce their work schedule to no less than 0.75 during the summer and/or winter months. Regular, clinically non-essential, full-time staff employees, exempt or non-exempt, who have successfully completed the new hire orientation period, are eligible to apply for reduced seasonal hours. Approval of a reduced seasonal hours' program is at the discretion of department management and administration.

1. A regular employee with a FTE of 0.75 or greater may request leave without pay from December 6, 20XX through January 16, 20XX and/or May 1, 20XX through August 20, 20XX; Leave must be taken in full-week increments.
2. Regular staff members with a full-time equivalent (FTE) of greater than 0.75 may request a temporary reduced work schedule to no less than 0.75
 - c. Employee to submit a written request to their Supervisor requesting to participate in the Reduced Season Hours.
 - d. Each request is to be received by the Supervisor no later than **October 1st of each year** for winter break requests and **March 1st of each year** for summer break requests.
 - e. The Supervisor is to meet individually with each staff member upon receiving a written request for a reduced seasonal schedule.
 - Discuss the specific type of schedule and time frame of request
 - Discuss impact to the department and team members
 - Request should be evaluated based on how job responsibilities and goals will be met or exceeded.
 - f. The Supervisor must submit all flexible work requests to the Executive Associate Dean and the Chief Financial Officer for approval.
 - g. All requests should be received by the Executive Associate Dean and the Chief Financial Officer by **October 6th/March 6th of each year** for winter and summer, respectively.
 - h. The Executive Associate Dean and the Chief Financial Officer will have approvals back to the Supervisors by **October 10th/March 10th of each year** for winter and summer, respectively.
 - i. Supervisors to meet with the individual staff members, who have made requests, to discuss approvals or denials regarding the flexible work schedule.
 - j. Staff member to refer to the Work-Live website for directions on submittal of request – www.uky.edu/hr/files/worklife.
 - Fill out an online FlexWork Request Form www.uky.edu/hr/work-life/forms/flexwork-request-form.
 - A copy of the submitted form is sent via email to you, your supervisor, and the Office of Work-Life.
 - Your supervisor reviews the email with the submitted form. He or she may have additional questions or need clarification about the request before making a decision.
 - Your supervisor will reply via email to your request and copy the Office of Work-Life with his or her decision. If the request was for Reduced Seasonal Hours, your supervisor should also copy his or her Chief Financial Officer.
 - If you approve the request, please forward the content of this email along with the text 'APPROVED' to the employee, and to the Director of Work-Life at UK. If the employee has submitted a request for Reduced Seasonal Hours or Unpaid Leave, you will also need to forward the approval form to the Chief Financial Officer. Prior to final approval, it is strongly recommended that you review the employee's reduced seasonal hours request with your dean/director.
 - If you do not approve the request, please review with your employee and have them resubmit this application if appropriate.
 - If approved, you can start the Reduced Seasonal Hours at the agreed upon start date.

- An employee who requests and is approved for a leave without pay from December 6, 20XX through January 16, 20XX and/or May 1, 20XX through August 20, 20XX or for any period within this time frame will be considered to be on voluntary leave and is not eligible for unemployment compensation.
- Vacation and temporary disability leave (TDL) will not accrue during this time period. An employee on leave without pay will not be entitled to holiday leave.
- An employee who requests and is approved for a reduced work schedule will remain a regular employee.
- The employee's pay rate will be reduced on a pro-rated percentage relative to the FTE reduction.
- Vacation, TDL, and holiday will accrue on a pro-rated percentage relative to the FTE reduction.
- Depending on a leave without pay or a reduction in FTE, the employee's benefits will be adjusted accordingly

*Please note that campus/non-UKHC employees should not request Season Hours -- Unpaid leave the week of January 5 as this falls immediately after the University Special Holidays (Bonus Days). As indicated in the **Holiday Leave policy**, employees must be in a paid status on a scheduled day immediately before and after the holiday in order to be paid for the holiday.*

- Supervisor and employee are to have a check-in conversation after 14 days to discuss what is working well and what may need to change.

Approved 2/2/2017