

## **Summer 2025 Four-Day workweek Pilot SUNY Oswego**

To provide our employees with a flexible work schedule during the summer period, garner utility savings due to energy efficiency and management during this period and boost employee morale, we are pleased to offer a continuation of the truncated workweek **pilot** for summer 2025. Details of the proposed pilot are below:

**The 2025 pilot program will run from June 2 through August 8 (10 weeks).**

As a reminder, important university work continues over the summer and units will be required to support essential campus activities. Participating employees shall work closely with their unit leaders or supervisors to identify the best way to accomplish this important work and participation in this program.

If your department is participating in this year's pilot, *sample* schedules are below. Consult with your manager/supervisor to obtain approval for your summer schedule based on institutional needs. See the attached document for the schedule election form. The supervisor or department head for record keeping shall retain this document.

Following the completion of this year's program, we will review and assess the efficacy of this opportunity and discuss options for the future.

The four summer schedule options are:

- **Schedule A, B and C:** Is for staff members in titles with a normal work schedule of 37.5 hours per week.
- **Schedule D, E, and F:** Is only for staff members in titles with a normal work schedule of 40 hours per week.

Employee Name:

Department/Location/Unit:

Manager/Supervisor Name:

Please select one of the following options by placing an "X" in the appropriate box:

TO BE COMPLETED BY EMPLOYEES WITH A NORMAL WORK SCHEDULE OF 37.5 HOURS PER WEEK

- A ☐ I choose to work extended hours 4 of the 5 days within a workweek, with a 30-minute meal break daily. I will observe one day off and not have to charge leave accruals. **Staff's hours should equal 37.5 hours in a 4-day workweek.** Please discuss flexible hours and telecommuting with your supervisor prior to completing this form – sample (only) schedules below:

☐ 7 AM TO 5 PM and 7 AM TO 4:30 PM

☐ 7:30 AM TO 5:30 PM and 7:30 AM TO 5 PM

☐ 8 AM TO 6 PM and 8 AM TO 5:30 PM

- B ☐ I choose to work regular hours 4 of the 5 days within a workweek with a 30 minute meal break daily (if observing traditional summer hour schedule), and charge 7.5 hours to annual leave accruals for the remaining day of the workweek.

- C ☐ I choose to work regular hours 4 of the 5 days within a workweek with a 30 minute meal break daily (if observing traditional summer hour schedule) and work remotely (with supervisory approval) one day each workweek.

TO BE COMPLETED BY EMPLOYEES WITH A NORMAL WORK SCHEDULE OF 40 HOURS PER WEEK

- D ☐ I choose to work 4 days per week, 10 hours per day, with a 30-minute meal break daily for the duration of the pilot program.

- E ☐ I choose to work 4 days per week, 8 hours per day for the duration of the pilot program and charge 8 hours to annual leave accruals for the remaining day of the workweek.

- F ☐ I choose to work regular hours 4 days per week with a 30 minute meal break daily (if observing traditional summer hour schedule) and work remotely one day per (if applicable) with supervisory approval.

Signature and Date

Telephone #

Employee:

Manager/Supervisor: