Frequently Asked Questions
Early Release “Summer” Fridays

**Question:** When will the Early Release Summer” Friday program start and end?

**Answer:** The first Early Friday starts on June 2. The final one of the season is on August 18, 2017.

**Question:** I’m an hourly employee and if I CHOOSE NOT to leave early, do I forfeit the 2-hours or do I still get compensated for it?

**Answer:** If a non-essential employee works their usual number of hours on an Early Friday, they will not be allowed to record any Early Release time. For example, if a non-essential employee works from 8:30 AM to 5:00 PM, with an hour lunch, they may not add 2.0 hours to their 7.5 hours actually worked.

**Question:** May I report to work early on Early Release Fridays despite my normally scheduled work-time in order to leave work earlier than 3:00 PM?

**Answer:** No. Hourly staff may not report to work earlier, on Early Release Fridays, than their normally scheduled start time in order to leave earlier.

**Question:** I work an hourly position and am regularly scheduled to work 8-hours on Fridays but am not reporting to work due to personal-needs, can I factor-in the 2-hours of Early Release time instead of my allotted personal-leave time?

**Answer:** No. If you are not at work for the full or partial day on an Early Release Friday due to vacation, personal or sick leave, you are required to use only your vacation, personal or sick time for the normally scheduled Friday hours.

**Question:** I’m an hourly-employee and if I work overtime but also leave 2-hours early, will this affect my overtime pay?

**Answer:** Overtime pay is granted when an hourly-employee actually works more than 40-hours in a week. Early release time is not included in the calculation of overtime.

**Question:** Will the time/code be factored-in to TimeClockPlus if I leave 2-hours early?

**Answer:** Early release will be coded as “unscheduled close” in TimeClockPlus and Timesheets.
**Question:** I support an academic department and my normal hours are from 7:30 AM to 4:00 PM. Does this mean I only get a 1-hour early release on Fridays while the rest of the employees in my department get a 2-hour release?

**Answer:** No. Generally speaking, your supervisor would approve leaving at 2:00 PM on the Early Fridays if your regular hours are from 7:30 AM to 4:00 PM. However, if your department needs to have the office open until 3:00 PM on an Early Friday, your supervisor could ask you to work an 8:30 AM to 5:00 PM shift, and thereby have you leave at 3:00 PM.

**Question:** As a supervisor of a department, can I request that all my staff show up early in order to shut down the office early and give my team an early-start on the weekend? Alternatively, if my department wanted to work through lunch; could we leave earlier?

**Answer:** No. It is required that every department remain staffed through 3:00 PM on Early Fridays. It is expected that employees will take their usual lunch period and not leave work prior to 3:00 PM. For instance, if an employee typically takes a lunch break at noon, they may not work through lunch in order to leave at 2:00 PM or 1:00 PM OR add an hour to their normally scheduled hours.

**Please Note:** Every effort will be made to provide Essential Personnel with one “Early Release Day” during the work week. The Early Release Day may be a day other than Friday, to allow the supervisor to cover the department while providing the privilege to all shift workers. Early Release Days for Essential Personnel must be taken within that specific work week, and may not be “saved” for a later time. If due to business reasons the supervisor is not able to provide one Early Release Day per week to an employee, that employee will be paid for the hours they work that week, plus 2.0 hours of Early Release Pay.

*If you have further questions about this FAQ memo, please contact HR at Ext. 2354*