

Compressed Workweek

What is a compressed workweek? A compressed workweek involves working the equivalent of a full-time 5-day week in less than 5 days within the same workweek. Additional hours from one workweek may not carry over or count towards hours worked in a different workweek. For a full-time employee, acceptable alternatives include:

- working your standard weekly hours over 4 days and having one less workday per week; or
- working your standard weekly hours over 4 ½ days and having one half day per week.

While this might sound appealing, please keep in mind that it will make for longer days – but – you’d have a short day or a full day off that week.

Duration: Summer compressed workweeks are available beginning the week following graduation and concluding the second week in August as our students begin to return to campus. **A compressed workweek may not be appropriate every week based on the needs of the department and the College and may not be feasible during a week that also includes a College holiday.**

Eligibility: This is an optional program available to full-time non-exempt and exempt staff in positions budgeted for at least 1,560 hours per year. Employees’ classification, compensation, and benefits will not change if utilizing a flexible workweek option. **A compressed workweek may not be suitable for all positions due to office coverage needs and the nature of characteristic duties/responsibilities.**

Approval: Compressed workweeks require pre-approval from your manager. Department managers are in the best position to understand the demands of the work and the capacity of the staff member to succeed in a compressed workweek. Managers are also responsible for ensuring that approval of compressed and/or flexible workweeks does not compromise the needs of our students and/or the ability to provide support to our campus community. Staff are not entitled to or guaranteed the opportunity to participate in any of the College’s flexible work options (remote work, flextime, and compressed workweeks) and any such schedule may be concluded at any time. All flexible work options will comply with applicable federal, state, and local law and College policies and practices. If approved, a compressed workweek may not involve an increase in weekly hours worked by Staff Associates and Service Personnel, beyond current standard schedules.