



ADMINISTRATIVE SERVICES

C H A N N E L
I S L A N D S

2024 Summer Alternative Work Schedule FAQs

What is the 2024 Summer Alternative Work Schedule?

The 2024 Summer Work Schedule is a pilot program to offer alternate work schedules for a specified period of time for departments where work demands change during the summer months. This is a voluntary program.

Why is this being offered now?

A modified summer work week allows employees to re-balance work and life activities during the typically slower summer months. Time away from work is essential to well-being and many employees do not take their allotted paid vacation. This also recognizes that while the business demand on campus tends to decline during the summer, the university needs to continue to provide effective and efficient services to internal and external stakeholders during all normal working business hours. This arrangement recognizes the benefit that employee work-life balance can have on employee morale and overall productivity.

Who is eligible?

Staff and Administrators with their manager's approval.

What is the time period the summer alternative work schedule is in effect?

June 2, 2024 – August 10, 2024

The schedule may end sooner than August 10, 2024, depending on your unit's business needs and will be determined by the manager.

Can the time period extend past August 10, 2024?

No, this is meant to be offered during the summer.

What are the options available?

There are three options available.

- Option 1 – Use of 8 vacation hours (or equivalent) one day per week (32-hour work week with 8 hours vacation)
- Option 2 – Increased telework opportunities for eligible positions
- Option 3 – Four 10-hour (4/10) days with one day off per week (40-hour work week)

Aren't these options already available to staff and administrators with their manager's approval?

Yes, they are; however, the increase in business demand when classes are in session often hinders the ability to institute one of the options on a regular basis. In many cases, summertime is the ideal season to work an alternative schedule.

What are my responsibilities as a manager?

Evaluate your unit's ability to accommodate the options available for the summer work schedule. If it is possible, discuss the options with your staff and follow-up with those interested. Please note, a change in work schedule must follow guidelines established in the [Collective Bargaining Agreement](#) applicable to the employee. Please refer your employees to their CBA for excess hours definitions and responsibilities if they choose the alternate work schedule.

I am interested in participating, what are my next steps?

Meet with your manager to discover if your unit can accommodate the options available. If one or more options are available to you, come to an agreement with your manager regarding the change in your summer work schedule. Complete the CI Alternate Summer Work Schedule 2024 Approval Form found in the Adobe Sign library in the templates section and submit to your manager for approval. If you are choosing to change your telework schedule, a new [Telecommuting Agreement](#) must also be completed, signed, and submitted to hr.forms@csuci.edu. If you are choosing Option 3, then the CI Alternate Summer Work Schedule 2024 Approval Form must be completed, signed, and submitted to payroll.services@csuci.edu.

What are the requirements for Option 1: Vacation 1 day per week?

Employees must have enough vacation hours on balance to cover the days off requested. Employees may not take more time than has been accrued. Vacation taken must be entered by the employee into Absence Management in CHRS monthly and approved by the supervisor.

What are the requirements for Option 2: Increased Telework Opportunity?

If approved, employees must complete a new [Telecommuting Agreement form](#) and submit the signed form to hr.forms@csuci.edu.

What are the requirements for Option 3: Alternative Work Schedule (4/10)?

The work schedule consists of four 10-hour workdays with one day off per week (40-hour workweek). To ensure proper pay, employees are expected to work their scheduled hours unless they are on an approved leave. Employees must submit the completed and signed form to payroll.services@csuci.edu the week before the alternative work schedule can begin on the next Sunday. No changes to the alternative work schedule (AWS) can be made mid-week. All changes will be effective the start of the next workweek (Sunday). Management has the authority to suspend an employee's participation in the 4/10 AWS with appropriate notification. In the event of a leave of absence, management has the authority to suspend participation in the AWS program and will work with the department and employee to return them to the AWS program once they return to full-time work status. Please note that a sick day/vacation day/holiday that occurs during a scheduled workday, will count as a 10-hour day.

Can I choose a 4/10 schedule and telecommute?

Yes, with your manager's approval.

What do I need to do if I already have an alternative work schedule and will not be making any changes for the summer?

Nothing! Your schedule will remain unchanged unless you and your manager agree on a new AWS.

What happens at the end of the Summer Alternate Work Schedule period (August 10, 2024)?

All schedules will automatically return to their pre-Summer work schedule on August 11, 2024.