

Summer Hours FAQs

Q. Can my department allow all department employees to take vacation on Friday mornings so that we can close our office on Fridays?

Q. Can my entire department work remotely on “early Friday” mornings?

Q. If I have a planned vacation on an "early Friday," do I need to use 7.5 (or 8 hours, as applicable) of vacation?

Q. Who is responsible for managing unscheduled close (UC) hours in the timekeeping system?

Q. I'm a part-time employee. How will "summer Fridays" benefit me?