

Compressed Workweek Schedule – FAQs

Can my schedule vary from week to week?

No, compressed workweek schedules must be set (not varying from pay period to pay period).

What if my regularly scheduled day off falls on a holiday?

All employees with a compressed workweek schedule in place must revert to a normal Summer Hours schedule during a week with a holiday.

How many hours should a non-exempt employee enter into Workday (Time Tracking and Time Off) for a full day of vacation or sick day?

A non-exempt employee who is granted paid time off, such as vacation or sick time, should enter the same number of hours as they were scheduled to work. For example, 9 hours would be deducted if an employee uses vacation or sick on a day with 9 scheduled work hours.

How should a full-time non-exempt employee submit Summer Hours in Time Tracking?

The total hours for the workweek should be 37.5, including 2.5 Summer Hours, for a full-time non-exempt employee, whether they work a standard or compressed workweek. For non-exempt employees working a compressed workweek, it is best to enter 2.5 hours that represent 'Summer Hours' in one day. However, there is flexibility in how the 'Summer Hours' are entered over the course of the week, as long as a total of 2.5 hours is worked during that week. The Summer Hours do not count towards overtime calculations since they are deemed as hours worked.

How should an exempt employee submit a day of time off in Workday?

Exempt employees will request a full day of time off in a one-day increment in Workday. Exempt staff are paid a salary to perform job duties regardless of the numbers of hours worked and exercise discretion to determine how to get their work done within the workweek. Therefore, paid leave time is not accrued or used in hours. Whether the time off is requested during Summer Hours or whether the time off is requested during a compressed work week, exempt employees will continue to request days off that are subject to approval.