

MEMORANDUM

To: All Supervisors

Re: Q&A for the Summer Fun-Days Off (SFO) and Summer Loan Program

The Summer Fun-days Off program will officially begin on May 21, 2023 and end on November 11, 2023 for all benefit-eligible employees hired prior to February 21, 2023.

Applications for the loan program will be available from May 21, 2023 through August 12, 2023.

Q: How do I know how many SFO days my staff members are eligible to receive?

A: The “formula” described in the [Program Overview](#) states that every benefit-eligible staff member that has completed their 90-day initial period, starts with one (1) 8-hour SFO day, and then one (1) added 8-hour SFO day for each of the three summer months (defined below) for a total of up to four (4) days maximum pro-rated based on the position’s regular appointment period as follows:

- 12-month employees = 1 + 3 = 4 days
- 11-month employees = 1 + 2 = 3 days
- 10-month employees = 1 + 1 = 2 days
- 9-month or less employees = 1 day

If you need clarification on the appointment periods for your staff members, please contact the HR office. Please also keep in mind, that staff members who work at least 30 hours per week but less than 40-hours per week will receive a corresponding pro-rated number of hours for each SFO day (for example, for employees working 30-hours per week, each of their SFO days would be 6 hours instead of 8 hours).

Q: For monthly-paid staff, is “appointment period” the same as the number of months an employee receives a paycheck?

A: Not necessarily. Monthly-paid staff who have less than a 12-month appointment may choose to receive their pay over 12-months. This means that their appointment period may not match their selected remuneration schedule. If you need clarification, please contact the HR office.

Q: I have a new employee who will not complete their 90-day probationary period until July 1. Do they qualify for partial SFO days?

A: No, if the employee does not complete their 90-day initial evaluation period prior to the start of the SFO period, they are not eligible to participate this year. They will be eligible to participate next year.

Q: How will my staff members select and schedule their allotted SFO days?

A: Ask each staff member to provide you with a list of the SFO days they would like to take during the allotted time. You will then review all of the requests and approve. If there are conflicts, ask the affected employees to select a different day(s).

Q: Can an employee take all of their selected SFO days off at one time?

A: No, the employee may schedule one SFO day per week.

Q: Can an employee request a Friday of one week and a Monday of the next week?

A: Yes, however the supervisor must approve the request, like all other requests.

Q: Can an employee take part of an SFO day?

A: No. SFO days may be taken in full days only.

Q: What about my part-time employees that only work half days?

A: Part-time employees who work fewer than 30 hours per week and are not benefit-eligible, do not participate in the SFO program.

Q: How do I keep track of the SFO days taken?

A: Employees are able to keep track of their SFO time through their self-service portal. They receive a certain allotment of hours, as described above. These hours are available for employees to view along with the vacation and sick hours in self-service.

Q: What if one of my employees asks to change one (or more) of their SFO days?

A: If their request to change the date(s) of SFO days does not conflict with other employee's approved requests, you have the flexibility to approve a change.

Q: Will employees be required to "make-up" the SFO hours by working longer hours on other days of the work week?

A: No. SFO hours are, University-paid days off and there is no need to work additional time to compensate for the day off

Q: Can an employee "bank" the SFO "days off" and apply them to a different time period, say, nearer to the end of the calendar year?

A: No. The SFO "days off" may only be taken during the specified SFO period.

Q: If an employee ends-up having to work on one or more of their approved SFO days can they opt to receive "holiday pay" (as described in the Staff Handbook) instead of taking an alternative day?

A: No. SFO days are intended for you to take time away from work. There is no payment option in lieu of taking SFO days off.

Q: When bi-weekly paid employees complete their time sheets, how should they reflect the SFO days?

A: In the area where they normally report vacation, holiday, or sick time, they should reflect, "SFO – 8" to indicate that day as one of the "days off" under this program.

Q: When monthly-paid employees complete their leave reports, how should they reflect the SFO holidays?

A: In Self-Service Leave Reporting, select the Summer Fun Day leave type and input "8" on the day SFO is used.

Q: If an employee is out on FMLA and using sick or vacation time, will he/she receive SFO "days off," too?

A: Yes. The employee will receive SFO days. The employee may use them by indicating "SFO-8" instead of sick or vacation time on their time entry for up to one day per week.

Q: If an employee is on a flextime schedule and is normally off on Mondays and wants to remain off on Mondays, can that employee work 32 hours on Tuesday through Thursday, and then take Friday as an 8-hour "day off?"

A: If this schedule works for the department, it can be done – though it is not recommended as it makes Tuesday through Thursday very long days! Ultimately, though, it is at the supervisor's discretion based on what is reasonable for all the employees in the department and for getting the work done.

Q: If an employee wants to apply for the \$300.00 loan, will he/she have to disclose what the loan is going to be used for?

A: No.

Q: If an employee wants to apply for the \$300.00 loan, will the University conduct credit checks?

A: No.

Q: If an employee wants to apply for the \$300 loan, what is the process?

A: A loan application can be found on the HR website. The employee will complete the application via Google forms. Loan documentation will be created and the employee will be contacted to sign the documents. The payment will be distributed via direct deposit.

Q: If an employee applies for and receives the \$300.00 loan, but then separates employment prior to the end of the year – what happens to the remaining amount owed?

A: The balance due will be deducted from the employee's final paycheck, in accordance with the loan documents. If there is not enough pay to cover the balance, the employee will have to pay-off the remaining balance in "immediately available" funds (for example, a cashier's check, money order, or cash).

Q: What happens if an employee has to be called-in to handle an emergency situation during one (or more) of their selected SFO days?

A: If an employee is called in on a day they are approved for a SFO day, they can reschedule that SFO day.

Q: What happens to temporary employees who were hired to work full-time during the summer months?

A: Temporary employee's schedules should not be affected. As temporary employees, they are not eligible for SFO days.

Q: What happens to SFO requests for departments that restrict "vacation" during certain months or weeks during the summer?

A: If a department has restricted vacation leave during a certain time period, then the employees in that department will need to select SFO days during the other non-restricted days/months in the SFO period. For example, if an entire department is restricted from taking vacation during the month of July due to the heavy workload during that month, employees would have to select days in other months that fall within the SFO period.

Q: SFO Days were initially a "pilot" program. Is now a regular benefit of the University?

A: The President's Staff will continue to review SFO days off each year and may revise or terminate the program in future years.

Q: Why is there a difference in the time period to use the SFO days and apply for the loan?

A: While the time period to use the SFO days has been extended, we are unable to apply the same time frame due to the repayment structure of the loan which begins on September 1 and will be paid in substantially equal amounts until the final payment prior to December 31 of the same year.

If you have other questions, please contact the Human Resources department at Ext. 1435.