

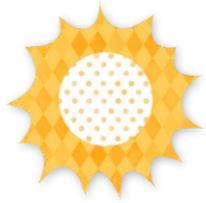
Summer Pilot

Mason Flexible July 2016

Beginning July 1, departments and supervisors are encouraged to allow their employees to adopt flexible schedules for the month of July. To support “Mason Flexible July,” Mason is providing faculty and staff with a half-day (4 hours of Holiday Time) on July 1 and making available an additional 4 hours of “Special Flex Holiday” hours to be used anytime during the months of July or August.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 MASON CLOSSES 12:30pm (*4 hours Holiday Time)	
3	4 UNIVERSITY CLOSED INDEPENDENCE DAY	5	6	7	8	9
10	11	12	13	14	15	16
17	18	THE ENTIRE MONTH OF JULY: ✓ 4 ADDITIONAL “SPECIAL FLEX HOLIDAY” HOURS CAN BE USED ANYTIME THROUGHOUT JULY or AUGUST ✓ FLEXIBLE SCHEDULES ENCOURAGED (Example: Work 36 hours in 4 days and one day that week for 4 hours)				23
24	25					30
31						

*If the Governor decides to grant all state employees any additional time off on July 1, it will be in place of, not in addition to, the leave granted by the university.
Please see Mason Flexible July FAQs for more information.



Mason Flexible July Details

Beginning July 1, departments and supervisors are encouraged to allow their employees to adopt flexible schedules for the month of July. To support “Mason Flexible July,” Mason is providing faculty and staff with a half-day of holiday time (4 hours) on July 1 and making available an additional 4 hours of “Special Flex Holiday” hours to be used anytime during the months of July or August.

Some Things to Consider:

- ❖ The Commonwealth of Virginia requires that all full-time employees work or use leave to equal 40 work hours per week.
- ❖ Supervisors and their teams should collaborate to determine the best schedule to ensure office/unit coverage.
- ❖ No formal flexible work agreement is needed for Mason Flexible July.
- ❖ “Special Flex Holiday” hours can only be used during the months of July or August 2016.
- ❖ Part-time salaried employees will receive a pro-rated amount of Holiday and Special Flex Holiday hours.
- ❖ Employees who may be required to work when university offices are closed will receive compensatory time.
- ❖ If the Governor decides to grant all state employees any additional time off on July 1, it will be in place of, not in addition to, the leave granted by the university.
- ❖ An FAQ will be available on <http://hr.gmu.edu> to outline additional details.