WORK SCHEDULE GUIDELINES FOR ACADEMIC STAFF

Standard Hours, Flexible, and Alternative Work Schedules

I. Full Time Academic Staff
Academic staff and limited appointees are typically salaried, professional employees. As a result, these positions may require more of a time commitment than 40 hours per week (100% appointment) with schedules that may fluctuate. The nature of the work and number of responsibilities assigned to each position makes it highly unusual for the job to be adequately completed in less than 40 hours per week.

This document serves as a general guideline regarding academic staff and limited employees work schedules. Any employee who believes they are working unreasonable or excessive hours should both document and discuss it with their supervisor. If a satisfactory outcome is not reached, the employee should contact the next person in their line of supervision ending with the Dean of Students. Other resources that are available include ombuds, etc.

II. Alternative Work Schedules
The Division of Student Life (DSL) values the work-life balance supported by our division and by the university. To reflect the professional, salaried nature of these positions, there is no campus-wide standard schedule of work. Each supervisor has the ability to determine the schedule of individual employees. The final decision rests with the director of the department.

Academic staff and limited-term appointees are exempt from the Fair Labor Standards Act (FLSA). As a result, they are not required to be paid overtime for hours worked in excess of 40 hours per week. Employees are expected to request and work with their supervisor to flex their work schedules in order to address a significant increase in hours worked. It is not acceptable to accumulate hours to be used for paid time off at a much later date of the employee’s choosing.

Alternative work schedules, for the purpose of this document, refer to permanent schedules that are outside of each staff member’s established work schedule for each DSL department. Permanent alternative work schedules should be approved by directors and documented in writing.

III. Working at Home
On occasion, employees may receive permission from a supervisor to work at home and not take leave. Please refer to the “Off-Site Work Policy” in the DSL toolkit on the intranet for more information.
V. Part-Time Academic Staff  
Part-time employees are expected to work approximately the number of hours (per week) resulting from multiplying their appointment percentage by 40 hours. As with other academic staff positions, the actual hours worked may be more than that number.

VI. Standard Workweek for Purposes of Reporting Sick Leave  
Although academic staff and limited appointees are salaried rather than hourly employees, sick leave used and colleague coverage provided must be reported based on a five-day standard (40 hours).

It is extremely important to note that this “standard workweek” exists only for the purpose of reporting leave; sick and other. This is not a university standard for actual work hours since most faculty, academic staff and limited appointees are salaried, professional employees who are expected to work at least 40 hours per week (on a full-time basis) with schedules that may fluctuate.

VII. Reporting Sick Leave  
All sick leave usage should be reported in either four or eight hour increments (100% appointment), as per the University of Wisconsin Leave Report. Anyone working less than a 100% appointment must report sick leave hour for hour.