



UW

Human Resources



UW Summer Hours Begin May 12th

University of Wyoming business and administrative offices will observe summer hours (7:30 a.m. to 4:30 p.m.) beginning Sunday, May 12th through Saturday, August 24th.

Please note UW offices will be closed for Memorial Day on Monday, May 27th and for Independence Day on Thursday, July 4th.

Voluntary Reduction in Summer Hours

We are pleased to announce that President Seidel has approved the continuation of voluntary reduction in hours for the summer of 2024. This initiative aims to offer flexibility and support to our valued full-time benefited employees during the summer months.

Here are the key details regarding the voluntary reduction in summer hours:

Eligibility: All full-time benefited employees are eligible to participate.

Duration: The reduction in hours will be in effect for the months of June, July, and August only.

Reduction in Hours: Participants will reduce their weekly hours from 40 to 32, with a corresponding adjustment in pay and leave accruals.

Holiday Compensation: Any holidays occurring during the elected period will be compensated at 6.40 hours per day. Employees will need to either work or record 1.6 hours of vacation to reach 32 hours for the week when a holiday occurs.

Start and End Dates:

- Non-exempt employees can commence the reduction of hours on Sunday, May 26th and conclude on Saturday, August 31st.
- Exempt employees must begin reduced hours on Saturday, June 1st, also concluding on Saturday, August 31st.

Transitioning to Non-Exempt Status: Exempt employees whose salary falls below the FLSA salary threshold of \$35,568 will become non-exempt. They must then track daily hours and submit biweekly timecards.

Submission Process: Employees interested in voluntarily reducing summer hours must coordinate with their supervisors to ensure agreement before submission by a Decentralized Human Resources Representative (DHR). Detailed instructions for DHRs are provided in the Quick Reference Guide (QRG) for [Position Change Request](#) and [Change Salary](#) QRG.

Reverting to Full Hours: Departments must ensure the appropriate changes are made to return employees to full hours by August 31st, 2024. Failure to do so may prevent future participation in this program.

Please familiarize yourselves with the outlined procedures and timelines. Your cooperation in adhering to these guidelines is essential for the smooth implementation of this initiative.

Questions can be directed to ccomp@uwyo.edu.