4-Day Work Week

Frequently Asked Questions

What is the summer 4-Day Workweek?
It is a Board-approved cost-savings initiative that modifies the summer workweek to four (4) days to conserve utility and personnel overtime costs. The summer workweek schedule is implemented by eight consecutive Friday facility closures starting in June and ending in late July or early August.

Will we continue the Summer 4-Day Workweek schedule this year?
We are happy to announce the continuation of our Summer 4-Day Workweek. Upon recommendation, the organization will continue to operate on a 4-day workweek schedule (10-hour workday), starting the week of June 1, 2020, and ending the week of July 20, 2020. There are a total of eight (8) Friday closures, with the last Friday closure being July 24, 2020. Thank you to all the employees who participated in the 4-Day Workweek Survey. Of the 1,587 responses, 77% of employees voted for the 4-day workweek option.

When does it begin and end?
The modified work schedule will begin the week of June 1, 2020 and end the week of July 20, 2020. There are a total of eight (8) Friday closures:

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Does this apply to everyone?
The work schedule applies to almost all employees. There are certain programs, work units or departments which may continue to work on a five-day schedule based upon commitments already in place. Supervisors are charged with informing employees if they remain on a five-day workweek.

How will the 4-day work week schedule affect my work hours?
To meet this schedule, employees will be assigned 10-hour shifts each work day. Department supervision is responsible for assignment of specific work hours, while ensuring that the business operations are met. We highly encourage supervisors to be extra flexible with employees who may not be able to complete a 10-hour workday due to circumstances created by Covid-19. It is acceptable to allow employees who need an 8-hour workday to adjust their workweek or use vacation/leave hours to achieve an 8-hour workday.
What are the Alamo Colleges’ hours of operation during the 4-day work week?
Although work hours for employees may range from 7:00 a.m. to 7:00 p.m. to fulfill 10-hour work day requirements, normal service hours will remain in place (including departments and programs that provide extended service hours).

If I have personal issues that will prevent me from working 10-hour days for a reasonable period of time, what should I do?
We understand that there may be difficulties working a 10-hour day under our current circumstances. Speak with your supervisor to discuss options; perhaps a temporary change in schedule can be arranged. As long as you work the 40 hours per week, your daily schedule may be adjusted to balance your personal needs with business requirements.

Can I request vacation leave or personal leave to complete the 10-hour day during the 4-day work week timeframe?
Yes, it is acceptable for supervisors and employees to work flexible schedules through a combination of work hours and vacation/personal leave as long as the needs of the organization are met and the supervisor approves.

Can I work on Friday to make up any hours or days missed during the week?
It is acceptable to allow employees to continue to work a 5-day, 8-hour schedule or use vacation/personal leave to complete an 8-hour workday.

What if I need a flexible schedule but do not have enough paid leave to cover this special circumstance?
Although this should not affect the majority of employees, unpaid leave options will need to be considered as per the Alamo Colleges D.5.3.1 (Procedure) Holidays, Leaves and Absences.

Can I use sick leave to make up time not worked during the week?
Sick leave can be used, but only for legitimate health-related reasons per Alamo Colleges’ policy and procedure. Otherwise, you must use either vacation or personal leave days.

What if my immediate supervisor and I cannot agree on a workable schedule?
Employees must use their supervisory chain of command up to the president or vice-chancellor as needed to resolve scheduling arrangements.
How will summer scheduling affect my lunch and break periods?
Summer scheduling will have minimal effect on lunch and break periods. Lunch breaks can be taken in 30- or 60-minute periods. The employee should obtain approval from the supervisor if a certain lunch break is requested.

How will vacation/sick/personal leave be requested and deducted during the 4-day workweek?
All leave will be requested and deducted according to the number of hours requested absent from work. For example: If you are working 10-hour days, and you take two vacation leave days, 20 hours (not 16 hours) of vacation leave will be deducted from your leave balance.

What about bereavement leave, and absences due to civic duty?
Absences due to bereavement and civic leave will also be paid according to the number of hours absent from work. Thus, missing an entire day will result in 10 hours of bereavement or civic leave being used.

How will this schedule affect temporary/non-benefitted employees?
The only effect the modified summer work schedule will have is that the work must be accomplished from Monday through Thursday. Some shifting of work schedules may be necessary.

How will the July 4th holiday be handled during this schedule?
For this week only, in observance of Independence Day, we will be off Thursday, July 2, 2020. This holiday will be paid as a full 10-hour day. Operating hours on Monday, Tuesday, and Wednesday of that week will be the summer 4-day workweek schedule.

Who can I contact for more information or assistance?
Your college’s HR Partner is available to assist you. Please feel free to contact them using the information provided online by clicking here.