

## Unique to WSU...

### Summer Hours

---

Each May as the academic year draws to a close, managers make plans for summer schedules. Washington State University's business hours are 8:00 a.m. to 5:00 p.m. year-round.

In keeping with a long-standing practice, many WSU offices observe a schedule known as summer hours while still meeting the requirement to serve the public from 8:00 a.m. to 5:00 p.m. Summer hours are 7:30 a.m. to 4:00 p.m., with 30 minutes for lunch. Typically, summer hours begin following the close of the academic year and end prior to the start of the fall semester.

It is the responsibility of the supervisors and staff of each area to provide service to the public during the noon hour and from 4:00 p.m. to 5:00 p.m. during this period. Summer hours are approved at the department level. Review and approval from the Manager is required for employees to work summer hours.

Managers may approve an employee to work a flexible work schedule, including a 4/10s work schedule. The manager is responsible for determining the work schedule in accordance with the needs of the operations, and applicable rules or policies.

Information on flexible scheduling can be found on the Human Resource Services website at: <http://hrs.wsu.edu/managers/flexible-scheduling/>

Please contact Human Resource Services at 509-335-4521 or by email at [hrs@wsu.edu](mailto:hrs@wsu.edu) if you have questions.

