

## 36 Hour Workweek Pilot FAQ for Exempt Employees

---

Only SPAA and Management Range 5 and below are required to track time in excess of 36 hours per week.

**1. If I work four 9-hour days Monday through Thursday and a holiday falls on a Friday, do I get a day off in lieu?**

Yes, you get a different day off in lieu during the same week. Employees scheduled to be off on a holiday get the preceding or following day off.

**2. If I work four 8-hour days Monday through Thursday and half day Fridays, will I only get a half day (4-hour holiday) instead of an 8-hour holiday?**

Yes, that's correct. You would get Friday off and the value of that day off would equate to 4 hours.

**3. How does the pilot impact my accruals? Will they be prorated?**

No, your accruals will not be prorated. You will continue to accrue sick and vacation at your current rate per the guidelines in your CBA or Handbook.

**4. Do I need to track hours worked beyond 36?**

Yes, during the pilot program hours worked in excess of 36 should be tracked and entered on your timesheet as "Exempt Employee Extra Time Worked", Time Reporting Code EXT.

All hours worked beyond 36 should be entered, even those beyond 40 if it applies. This code is for reporting purposes only and will not impact your paycheck or be viewable on your paystub. These entries will **not** require approval by your upline manager.

**5. What if I only work 36 hours. Do I need to enter anything on my timesheet?**

If you only work 36 hours per week, you do not need to enter anything on your timesheet. You will still receive your full pay.

**6. If I'm only working 36 hours per week, how is my pay impacted?**

There is no impact to your pay. You will continue to receive your full salary.

**7. Will my CalPERS or CalSTRS service credit be impacted?**

During the pilot period your service credit will not be impacted.

**8. What if my direct reports need to work beyond 36 hours?**

All hours worked beyond 36 for non-exempt employees will require prior Chancellor approval. Please work with your direct management for your area's particular procedure.

**9. If I take a vacation/sick/other paid leave day on my scheduled 4-hour day, how much leave time do I enter?**

4 hours.