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UA3/10/2 Summer Schedule

WKU President's Office - Caboni

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PRESIDENT'S MESSAGE

Faculty and Staff:

WKU values work/life balance, and it remains a key element of the University's total compensation package. We also understand the intricacies of planning for the summer months, including childcare, vacation, or other personal responsibilities.

To provide ample time for your personal planning efforts, I'm pleased to share a reduced summer workweek schedule for **Summer 2020** and also for **Summers 2021** and **2022**.

For the next three summers, WKU will continue operating with a reduced 34-hour workweek for our employees. This summer, the reduced schedule runs **Monday, May 18, through Friday, August 14**.

Official business hours across our campuses will remain 8:00 am – 4:30 pm, Monday – Friday. Therefore, employees should work with their supervisors, and within their units, to create their personal summer schedules - including the option of enjoying a three-day weekend each week -in order to best accommodate both their personal needs and the needs of WKU offices and units.

It's important that we work together to enjoy some additional time off, while ensuring daily business needs continue to be met. I encourage offices and managers to allow plenty of time to have personal scheduling discussions with team members. Look for follow-up information soon from our Human Resources Department with more details about the summer schedule.

WKU's flex/compressed workweek policy remains an important benefit to WKU employees, and the reduced summer schedule, in particular, is just one way we extend our appreciation for your service throughout the year. Thank you for your remarkable work, day in and day out, and all the ways in which you move our institution forward. I hope you find the summer schedule a meaningful benefit. You've earned it.

Go Tops!

Best,

A handwritten signature in black ink, appearing to read "Timothy C. Caboni".

Timothy C. Caboni