POLICY FOR TEMPORARY WORK WEEK ADJUSTMENTS

Definition of Regular Work Week and Normal Work Week
The "regular work week" is the full-time work schedule for an employee. (Most in the Libraries are 35 hours per week.)
The "normal work week" refers to the actual number of hours the employee is scheduled to work each week. (These vary in the Libraries from 17.5 to 40 hours per week.)

MIT Policy 4.2.4D Change in Work Schedule -- Adjustment of Vacation Balance
For Support Staff employees, vacation is credited in hours based on their normal work week at the time of their monthly accrual. Therefore, a change in work schedule does not affect vacation hours that have already been accrued. Vacation accrued after a change in schedule is based on the new schedule.

MIT Policy 4.3.11 Adjustment of Sick Leave Balance to Reflect a Change in Normal Work Week
The accumulated sick leave balance of an employee whose schedule changes from one normal work week to another is adjusted proportionately for the balance of the months remaining to the employee’s next anniversary date to reflect the new work schedule.

Policy Application for Temporary Normal Work Week Adjustments for Library Employees
For various reasons an employee’s weekly hours may be adjusted with prior approval from the supervisor, department head and the Human Resources Administrator. These increases or decreases in hours may be approved as the result of staff vacancies, short-term project work, changes in the unit’s business needs, personal circumstances at the request of an employee, etc.

Upon the approval of these hours per week changes, official adjustments to an employee’s normal work week will be made only if 1) the change represents more than a 15% but less than a 25% adjustment to the normal work week and if the adjustment will last for a period of more than 8 weeks; or, 2) if the change represents more than a 25% adjustment for a period of more than 4 weeks. In these cases, when normal work week adjustments are made, leave balances will be adjusted according to the MIT policies listed above.

If an adjustment to an employee’s weekly hours does not meet one of the two above criteria, an official adjustment will not be made to the employee’s normal work week. While employee’s will receive pay according to the hours reported, leave balances will not be adjusted and leave accruals will continue at the rate of the employee’s usual normal work week.

Occasionally a temporary change in hours may be extended beyond the originally approved timeframe which may extend it beyond a total of 8 weeks. In these cases, retroactive corrections may be considered which will result in updated leave balances/accruals.

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