



UW Summer Hours Begin May 15th

University of Wyoming business and administrative offices will observe summer hours (7:30 a.m. to 4:30 p.m.) beginning Sunday, May 15th through Saturday, August 20th.

Please note UW offices will be closed for Memorial Day on Monday, May 30th and for Independence Day on Monday, July 4th.

Voluntary Reduction in Summer Hours

Again this year, UW will offer a voluntary reduction in hours for the summer of 2022. If you would like to enjoy three-day weekends during Wyoming's amazing summer months, consider this option.

All full-time benefited employees are eligible to participate in a voluntary reduction of summer hours from 40 to 32 hours per week, with a corresponding reduction in pay. The reduction in hours is only available in two week increments that must correspond with UW's [biweekly calendar](#). The two-week periods will start on May 15, 2022, and will end on August 20, 2022. Please note that any position deemed critical to university operations may not be approved. Also, any holidays occurring during an elected period will be compensated at 6.40 hours per day. The transaction must be entered in HCM and approved by the employee's supervisor.

To process this request as a Supervisor

- Review the Quick Reference Guide [Updating Working Hours](#), to reduce the employees working hours to 32.
- The supervisor will also reduce the salary to be .8 FTE (32 hours). Calculation details are in the QRG [Change Salary](#).
- Please note these steps *must be followed a second time* using effective date of the return to full hours when the summer hours are completed.

To process this request as a Decentralized Human Resources Representative (DHR)

- Reference step 4 of the Quick Reference Guide [Assignment Change](#), to reduce the employees working hours to 32.
- DHR will reduce the salary to be .8 FTE of full salary. Calculation details are in the QRG [Manage Salary](#).
- Please note these steps *must be followed a second time* using effective date of the return to full hours when the summer hours are completed.