



## Facilities & Operations POLICY GUIDELINES

Applies to:	<b>Marshall University Facilities and Operations</b>
Title:	Four-Day Work Week
Number:	<b>MU-PP-02.14</b>
Effective Date:	02/20/2026
Last Revision Date:	04/05/2025 (Trial)

**PURPOSE:** The purpose of this policy is to outline the procedures and expectations for a four-day work week program.

**SCOPE:** This policy applies to all employees in positions which are eligible to participate in a four-day work week within Facilities & Operations (F&O).

### **REFERENCES:**

- F&O Standard Operating Procedures (available on the F&O website)
- University Holiday and Closure Policies
- University Standard Time Off (STO) Policies
- Routine Day Procedure (available on the F&O website)

### **DISCUSSION:**

To determine if a position is eligible to participate in the four-day work week program, please contact your Supervisor/Manager.

The four-day work week includes two schedule options:

- **Monday-Thursday:** 9.5-hour shifts on Monday-Wednesday, 9-hour shift on Thursday.
- **Tuesday-Friday:** 9.5-hour shifts on Tuesday-Thursday, 9-hour shift on Friday.

All shops must be fully functional five days a week. To ensure this:

- All participating day-shift shops will start at 6:00 AM.
- Managers and Leads must be scheduled on different shifts.
- Employees must work a minimum of 37.5 hours per week.
- Holidays will be compensated at 7.5 hours, and employees will be responsible for meeting their full weekly hour requirement accordingly.
- To ensure full shop coverage, employees may be asked to adjust their schedule.
- Due to potential inclement weather, the Grounds Department (including the Mechanic Position) is not eligible for the four-day work week from January through March.



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### PROCEDURE / POLICY:

#### 1. **Work Schedule Assignment:**

- Shop Managers will assign employees to either the Monday-Thursday or Tuesday-Friday schedule.

#### 2. **Lunch and Breaks:**

- Standard lunch and break periods remain in effect.
- Employees have the option of taking a thirty-minute or one-hour lunch. Lunch breaks are not paid breaks and are not counted toward the 37.5 hour work week.

#### 3. **Absences and Schedule Adjustments:**

- If an employee is absent on a scheduled workday, they may not modify their schedule to make up for the lost hours.
- If an employee needs to take a full or partial day off, they must use vacation time or another approved leave option, and they may not modify their schedule to make up for the lost hours.

#### 4. **University Holidays and Closures:**

##### ○ **Holidays**

1. Employees will receive 7.5 hours of holiday pay, regardless of whether they are or are not scheduled to work that day and regardless of how many hours they were scheduled to work that day.

1. Example 1: The holiday falls on a Monday and you are scheduled to work Tuesday – Friday. You will receive 7.5 hours of holiday pay for Monday. If you work your full shift the rest of the week, you will accumulate a total of 45 hours for the week. In this example, your only compensation option is straight-time pay since Comp time only applies if the employee actually “works” a complete 37.5 hours. In this example the employee was paid for 45 hours but only worked 37.5 hours.

2. Example 2: The holiday falls on a Monday and you are scheduled to work Monday – Thursday. You will receive 7.5 hours of holiday pay for Monday. If you work the rest of your scheduled days, you will accumulate 28 hours plus the 7.5 hours of holiday pay for a total of 35.5 hours (you will be short 2 hours).

1. Options:

1. Use 2 hours of annual leave, Comp time or STO to obtain a total of 37.5 hours.
2. Adjust schedule (with Manager approval) to work three 10-hour shifts (or four 7.5 hour shifts) resulting in 30 hours plus the 7.5 hours of holiday pay for a total of 37.5 hours.



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### ○ Closures

1. If a University closure occurs on a scheduled workday, employees will receive closure pay equivalent to their scheduled hours for that day.
  1. Example 1: If the University is closed the entire day and you were scheduled to work 9.5 hours, you will receive 9.5 hours of closure pay.
  2. Example 2: If the University is closed 8am – 10am (and your shift started at 6am), you will receive 4 hours of closure pay.
2. If a University closure occurs on a non-scheduled workday or a portion of the day in which you were not scheduled to work, employees will not receive closure pay.
  1. Example 1: If the University is closed the entire day on a Monday and you are scheduled to work Tuesday – Friday, you will not receive closure pay.
  2. Example 2: If the University is closed from 4pm – 8 pm and you are scheduled to work 6am – 3:30pm, you will not receive closure pay.

### 5. Compensation for Additional Workdays:

1. If an employee is required to work on their usual day off (e.g., vacation coverage), compensation will be provided in the form of paid time or compensatory (Comp) time, with manager approval (Comp time is only an option for hours actually “worked” above 37.5 hours).

### **REVISION HISTORY:**

**04/05/2025:** Initial Revision - Trial

**01/16/2025:** Conversion of “Trial” document into formal policy.