

4 Day Work Week Notes for Payroll

Time Clock Plus Approved Hours and Feed backs will need to be submitted to Payroll by 9:00 a.m. Monday morning following the end of the pay period.

Treasury recommends departments to do Payroll at least weekly in order to reduce volume of work on due date of payroll submission.

Note: The following leave hours should be requested as follows for a full day off during 4 day work week schedule:

- Annual Leave: 10 hours requested for day
- Sick Leave: 10 hours requested for day
- Comp Time Used: 10 hours requested for day

However, if there is Holiday, Personal Holiday or Funeral Leave, employee will only get 8 hours as per policy and employee must use 2 hours from their accrual banks. Please see example below:

	(Friday)	(Monday)	(Tuesday)	(Wednesday)	(Thursday)	Total Hours
Regular Hours			10	10	10	30
Holiday/Personal Holiday or Funeral Leave		8				8
Accrual Bank (Annual Leave/Comp Time)		2				2
Total		10	10	10	10	40

Last day of 10 hour work week schedule will be August 18