

Frequently Asked Questions: Summer Flex Days-2026

In what increments may I take these days?

As a FT employee, you may use the allotted five Summer Flex days in full or in ½ day increments, which you can record in UKG. Use the appropriate Summer Flex Hours code to record this time.

When are these days available to take?

Summer Flex Hours are available beginning June 1 and may be taken through August 31. There is a limit of five full days. If this time coincides with a departmental peak period, please have the Division head refer to Employee Relations for advice. At Haub Law summer flex days may be used from May 16 through August 15.

On what days of the week can I use the Summer Flex Hours?

Any day of the week, provided business continuity is maintained and the request to take the time is pre-approved by your supervisor.

Are Part-time staff members eligible?

No.

Are FT staff at 80% eligible?

Yes. Employees who work an 80% schedule are eligible for 80% of the full time (35 hours or five days) flexible summer hours benefit, which equates to 28 summer flex hours or four days.

Are new hires eligible?

New hires hired after May 1 are NOT eligible.

Are employees on leave eligible?

No. Employees must actively be working to be eligible for this benefit. FT staff who are on approved continuous leave may be eligible for a pro-rated amount of the benefit, based on the date of return to work within the Summer Flex period. Full-time staff returning from approved leave after August 8 will not be eligible to use Summer Flex Hours (full-time staff working at Haub Law who return from approved leave after July 25 will not be eligible to use Summer Flex Hours).

Are separating employees entitled to a payout of the unused Summer Flex Hours if their separation falls within the period of usage?

No.