

# Stanley Manne Children's Research Institute™

## Department Policy and Procedure Manual

Scope: Research Administration Summer Hours Program

Effective Date: 08/05/2019

### I. Purpose

The purpose of this policy is to establish guidelines and expectations for the Summer Hours Program for Research Administration.

### II. Definitions:

**Research Administration** – the Research Administration Team includes staff of the Clinical Trials Support Office, Office of Research Integrity and Compliance, Office of Sponsored Programs, Research Business Operations, Research Navigators, Research Business Management and other Research Administration staff.

**Summer Hours** – A Program that runs from Memorial Day to Labor Day that allows full-time Exempt employees to flex hours and take one full day or two half days off while still working 80 hours in the pay period and Non-Exempt employees to take up to one half day off per week while still working 40 hours in the week.

### III. Eligibility

The Summer Hours Program is offered to employees in good standing who have demonstrated the ability to establish priorities and manage time and meet job expectations.

### IV. Procedures/Expectations

Flex time and time away from the office must be approved in advance of the pay period by the manager. Employees should set a preferred flex schedule with the manager prior to the beginning of the program. The manager has the right to adjust the requested flex schedule to accommodate business needs. Employees may not work through lunch to make up extra hours or telecommute when flexing time. Business needs must be a priority. Employees are responsible for communicating scheduled time “Out of the Office” via their Outlook Calendar, the Shared Office Calendar, Automatic e-mail replies, and updated voicemail greetings.

### V. Right to Revoke

The Summer Hours Program or previously scheduled flex time may be be revoked temporarily or permanently based on performance, service principles compliance or policy/procedure(s) violations or changes in business/customer needs.

Date Written: April 30, 2019

Date Reviewed/Revised: June 1, 2019

Date of approval: June 10, 2019

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