



SOUTHEASTERN

L O U I S I A N A U N I V E R S I T Y

Office Hours

This policy applies to Unclassified Staff only.

WORK SCHEDULES

Regular University business hours during the fall and spring semesters are from 7:30 am to 11:45 am and from 12:30 pm - 5:00 pm Monday through Thursday and 7:30 am to 12:30 pm on Friday. During the summer months, regular University business hours are 7:00 am to 5:30 pm Monday through Thursday. Work days, hours, and meal breaks are determined by the position and the department to which the position is assigned. Supervisors can alter meal breaks if necessary to continue services.

Work days, hours, and breaks may vary from the regular University business hours. Daily and weekly schedules may be changed from time to time at the discretion of the University to meet the varying conditions and class schedules that are part of the University environment. Changes in work schedules will be announced as far in advance as practicable.

Meal Breaks

A meal break must be at least thirty (30) minutes long to be considered a bona fide meal break. The amount of time assigned for meal breaks will vary from one department to another. The assigned meal break is to be included in the employees schedule and must be approved by the Human Resources Office. If the employee is required to work through their meal period, the department timekeeper or the Payroll Office must be notified to cancel the automatic meal deduction.

Work Breaks

Each employee who works a regular day may be granted two (2) fifteen minute paid work breaks or rest periods. Breaks are to be taken individually and not back-to-back. If an employee is working with a customer, the transaction should be completed before taking the break. Customers should not be kept waiting for employees to go on break; employees should secure someone else to help the customer if necessary.

FLEXIBLE WORK HOURS SCHEDULES

While the University has established regular business hours, some campus departments may have business hours that differ, to provide appropriate service to their clientele. This may

include departments with multiple shifts. Departments are encouraged to consider flexible work schedules when it is in the best interest of the University in providing services to students. Southeastern recognizes that flexible schedules can improve morale, productivity and recognizes the contributions made before and after normal work hours; particularly by the professional staff. A flexible work schedule equals to 40 hours per week but has different beginning and ending times from the University's regular business hours. Working a flexible schedule is a privilege, not an employee right, and flexible schedules are not appropriate for all job situations.