



## MEMORANDUM

**DATE:** March 10, 2009

**TO:** University Community

**FROM:** Modesto A. Maidique  
University President

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**SUBJECT: Four-Day Summer Schedule**

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Last summer, the University implemented a four-day schedule as a cost-savings initiative. At the end of this effort, a university-wide survey was conducted in order to ascertain your feedback. The survey results indicated that almost 80% of employees requested that we implement this initiative again. Overwhelmingly, the majority of the employees requested it for the following reasons:

- Increased savings (gas, tolls, etc.)
- Increased life-work balance
- Increased savings for the University

In addition to the above benefits, the University also met the cost-savings goal we set. After the implementation of the summer schedule last year, the Summer Schedule Task Force convened and identified additional areas where greater savings can be achieved.

Consequently, I am pleased to announce that based on the positive feedback from our employees and the substantial savings to the University, we will once again adopt the four-day workweek effective June 19, 2009 through July 31, 2009. We look forward to the participation of each of you in making this a successful endeavor.

Employees will work a 10-hour day schedule for seven weeks. While operating on this flexible work schedule, we will continue to meet daily operational needs and provide excellent service to our students and constituents. The University will return to its normal operating schedule on August 3, 2009.

The Division of Human Resources will provide further communications regarding the implementation guidelines and logistics.

We thank you for your continued dedication and contributions to the University. Have an enjoyable summer!