

# HUMAN RESOURCES

## WESLEYAN UNIVERSITY

**Eligible Staff:** All regular full-and part-time staff who work during the summer.

Beginning June 5, 2026, and ending on August 7, 2026, most University offices will close on Fridays at noon. Please note that Friday, June 19, 2026, and Friday, July 3, 2026, are observed holidays and will be full paid holidays.

- Staff are not expected to work additional hours Monday through Thursday to account for half days on Fridays.
- Eligible staff will be given a bank of hours in Workforce Time to be used for summer Fridays based on their regular schedules and will need to record these hours in Workforce Time.
- Eligible staff who are required to work Friday afternoons may take equivalent time off prior to August 14, 2026, with supervisor approval.
- Eligible staff not normally scheduled to work on Fridays, for example, staff with a Monday through Thursday schedule may choose to take equivalent time off by August 14, 2026, with supervisor approval.
- Summer hours must be used by August 14, 2026.
- Unused summer hours are not eligible for payout.
- Physical Plant, Public Safety, and Secretarial/Clerical union staff participate under the terms of their union contracts.

Questions regarding summer hours can be directed to the Benefits Team at [benefits@wesleyan.edu](mailto:benefits@wesleyan.edu) or to the payroll office at [Payrollhelp@wesleyan.edu](mailto:Payrollhelp@wesleyan.edu)