

POLICY 4
WORK SCHEDULES, HOURS, AND WORK SUSPENSIONS

Rule 4.02 - The Workday

The workday is a fixed and regularly recurring period of twenty-four (24) consecutive hours.

A. Approved Workday

The approved University workday begins at 12:01 a.m. on each calendar workday and ends at midnight.

B. Midnight Shift

Shifts which begin at midnight will be considered to begin at 12:01 a.m.

C. Exception

Whenever an employee's regularly scheduled shift bridges two (2) workweeks, the approved workday will begin and end twelve (12) hours later than shown above.