

# 1 Office Hours

2 Effective: Moved to Policy Library from UPM 3.6(1)

3 Updated/Revised: October 5, 2016

4 Reviewed and Updated: November 19, 2021

5 Contact: [Employee/Labor Relations Office](#)

## 6 Policy Statement

7 Offices of deans, vice presidents, senior vice presidents and the president must be staffed from  
8 8:00am until 5:00pm Monday through Friday throughout the year, except on holidays, academic  
9 breaks and the summer. During university breaks, senior leaders may decide to physically close  
10 their offices, provided that they have evaluated their workload and determined that they have  
11 procedures in place to manage incoming messages and emergencies.

12 To provide reliable availability, other administrative and service offices (e.g. student facing services,  
13 undergraduate and graduate departmental offices, advising offices) must be staffed on a regular  
14 schedule (8:00am-5:00pm). Units may change their hours in the summer and on academic breaks  
15 with approval by the corresponding dean, senior vice president or the president.

16 Based upon customer and client needs, selected administrative and service areas are also open  
17 during weekend and evening hours during periods of high activity or special events. Supervisors  
18 should coordinate the schedules of staff members to provide coverage during established office  
19 hours, including meal and rest periods, especially in critical service units such as safety, health, and  
20 student crisis services.

21 To the extent possible, departments should coordinate their office hours with other units to serve  
22 students, customers and clients as effectively and conveniently as possible. During periods of high  
23 activity such as semester registration or a special event, hours may be extended and employees  
24 may be asked to adjust their work schedules.

## 25 Resources

### 26 Links

- 27 • [Flex Time](#)
- 28 • [Staffing Guidance for University Breaks](#)
- 29 • [Staffing Guidance for University Breaks Frequently Asked Questions](#)
- 30 • [Vacation Time Off](#)
- 31 • [Leave of Absence Without Pay - P&S](#)
- 32 • [Leave - Paid or Unpaid \(University Human Resources policies\)](#)