

2019 Summer Hours Program Guidelines LBS Buffalo Grove Site Associates

DATES

Beginning the week of May 27th and ending on August 30th, the workday will be extended by an hour from Monday – Thursday, meaning “normal business hours” will change to 8:00 am – 6:00 pm. On Fridays, those participating in the Program may leave at 12:00 pm/noon. If an associate currently has flex-time, please reach to manager for approval.

HOURS

Each participating associate must continue to work a minimum of 40 hours per week. Any deviation from normal business hours (as defined above) must have the approval of manager. **Lunch period may not be substituted for the extra hour of work on any day.**

CUSTOMER SERVICE AND BUSINESS CONTINUITY

Associates must maintain the same level of contribution and production as they would during a regular work week (i.e. we are not moving to a 35-hour work week but compressing a full work week to 4 ½ days). Service levels to internal and external customers must be maintained. Any schedule change must be cost neutral (should not lead to overtime). **This schedule for a function/position may be changed to meet business needs.**

PARTICIPATION

The Summer Hours Program is voluntary. Associates **must communicate** their intent to participate in the program to their manager. If there is a change in participation status during the Program, **they must have manager approval.**

SICK DAYS & VACATION DAYS

If an associate chooses to take a vacation day or requires a sick/personal day during a one-week period, the associate must ensure their work week adds up to 40 hours to be eligible to leave at noon on Friday. **Example:** If a vacation day is taken on a Monday, it will be charged as 8 hours. To be eligible for Friday afternoon off, you must work an additional hour to your 8:00 am – 6:00 pm workday from Tuesday – Thursday, delivering the required 40 hours. If you decide not to work the additional hour, you may work from 8:00 am – 5:00 pm, Tuesday – Friday.

If an associate decides to take Friday as a vacation day, it will be charged as a ½ day vacation, then a work week of 8:00 am – 6:00 pm, Monday – Thursday is required.

HOLIDAYS

If a recognized holiday falls during the week, the Summer Hours Program is still in effect and the work schedule remains at 8:00 am – 6:00 pm, but leaving at 1:00 pm on Friday. There will be no lunch hour on the Friday.

WORK ATTIRE

While summer hours suggest a more casual approach to the work environment, it is not reflected in our attire. Please ensure to adhere to dress code policy.

EXCEPTIONS TO THE PROGRAM

Due to the differences of work structure among departments, there will be departments who will not be able to participate in the program but can participate in other forms of flexible time as appropriate.

In addition, due to various events, such as month/quarter end close as well as OpCo leadership visits there are weeks that some departments will not be able to participate in the Summer Hours program, please see your manager for those dates.