

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Flexible Fridays, Early Friday Release, and Summer Schedule Policy

Administrative policy approved June 8, 2022. Effective immediately.

Revision history: Supersedes Flexible Fridays/Telecommuting Agreement (from July 2021 and updated for Spring 2022)

Related policies: Telecommuting and Remote Work Policy; Guidelines for Intermittent Remote Work; Guidelines for Adjusting Work Schedules

Scheduled Review Date: May 2023 (President and Dean's Office)

A. Flexible Fridays and Early Release

Flexible Fridays is a program that provides most Southwestern employees with the option to telecommute each Friday throughout the calendar year. Unless directed otherwise by Southwestern, employees may opt to work on campus on any Friday.

Flexible Fridays applies to non-faculty staff, although faculty who do not teach on Fridays may work remotely on Fridays. This Policy does not shift on-campus teaching to virtual teaching.

Each Friday throughout the calendar year, most Southwestern offices will have early release, which allows employees working the regular business day (9 a.m. to 6 p.m.) to end work 4 p.m. on Fridays. Again, Southwestern operations may require that some employees work a full or longer day on Friday. Exempt employees must continue to work the hours needed to fulfill their job responsibilities.

B. Summer 2022 Telecommuting Program

From May 16, 2022 through July 31, 2022, most Southwestern administrative offices will telecommute on Mondays, Tuesdays, and Fridays. Employees should consult with their supervisor to confirm scheduling expectations. Not all departments or employees may be able to telecommute due to the nature of their job and responsibilities. Early release, described in Section B, will continue on Fridays during Summer 2022.

Telecommuting agreements for employees who will telecommute at least one work day per week must be completed, signed, and returned to Human Resources no later than June 15, 2022.

Summer telecommuting is subject to all requirements included in the Telecommuting and Remote Work Policy.

Unless directed otherwise by Southwestern, employees may elect to work on-campus during summer telecommuting days. If an employee elects to work on campus, they must email maintenance at campuselp@swlaw.edu and security at security@swlaw.edu so that Southwestern can take proper cleaning and safety measures. Departments that will work on-campus during the summer telecommuting program do not have to notify maintenance and security.