

# SOUTHWESTERN

LAW SCHOOL  
Los Angeles, CA

## Telecommuting Programs and Early Friday Release Policy

**Administrative policy approved June 8, 2022. Effective immediately.**

**Revision history:** Supersedes Flexible Fridays/Telecommuting Agreement (from July 2021 and updated for Spring 2022); revised December 5, 2022 (adding Spring 2023 pilot program, Summer 2023 schedule, and reservation of rights); revised May 17, 2023 (2023–2024 information); revised March 26, 2024 (2024–2025 information); revised February 26, 2025 (2025–2026 information); revised June 2025 to address SCALE orientation; revised March 11, 2026 (2026–2027 information).

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

**Scheduled Review Date:** March 2027 (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 most Fridays 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 employees will have an early release, which allows those working the regular business day (9 a.m. to 6 p.m.) to end work at 4 p.m. on Fridays. 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 2026 Telecommuting Program**

From May 25, 2026 through July 24, 2026, most Southwestern employees will have the option to telecommute on Mondays, Tuesdays, and Fridays. Most employees will work from campus on Wednesdays and Thursdays. Employees should consult with their supervisor to confirm scheduling expectations. Telecommuting agreements for employees who will telecommute at least one workday per week must be completed, signed, and returned to Human Resources no later than May 8, 2026.

Notwithstanding the above, student-facing offices are required to have staff available to support the SCALE orientation on June 15, 2026, and the first day of SCALE classes on June 16, 2026.

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 [campushelp@swlaw.edu](mailto:campushelp@swlaw.edu) and security at [security@swlaw.edu](mailto:security@swlaw.edu) so that Southwestern can take proper cleaning and safety measures. Employees in departments that will work on-campus during the summer telecommuting program (e.g., Law Library) do not have to notify maintenance and security.

## **C. 2026–2027 Telecommuting Program**

From July 27, 2026 through May 21, 2027, most non-faculty staff will have the option to telecommute one day per week in addition to Flexible Fridays. However, with limited exceptions, all staff will work on campus on Wednesdays. Unless otherwise approved by the Dean or Chief Operating Officer, each department must be staffed in person Monday through Thursday each week, except during Winter Break. Most departments will be remote on Fridays.

Not all departments or employees may be able to telecommute due to the nature of their job and responsibilities. Early release, described in Section A, will continue on Fridays during 2026–2027.

Telecommuting agreements for employees who will telecommute at least one workday per week must be completed, signed, and returned to Human Resources no later than July 24, 2026. Telecommuting is subject to all requirements included in the Telecommuting and Remote Work Policy.

## **D. Remote Work Outside the Telecommuting Programs**

The telecommuting programs described in Sections B and C of this policy are the primary telecommuting opportunities available to eligible employees. If an

employee wishes to work remotely on a day not authorized under these programs, the employee must request approval under Southwestern's Guidelines for Intermittent Remote Work, which establish the procedures and approval requirements for occasional or short-term remote work.

Approval for intermittent remote work is discretionary and subject to supervisory approval in accordance with that policy.

## **E. Policy Revisions**

Southwestern expressly reserves the right to change or modify any aspect of this policy and the related protocols at any time with or without prior notice.

Southwestern reserves the right to discontinue telecommuting arrangements temporarily or indefinitely for specific employees and departments or for the entire law school if deemed by the Dean to be in the law school's best interest. Employees may be required to sign updated Telecommuting Agreements.