

**Southwestern University**  
**Summer Fun-days Off (SFO) Program**  
**Program Overview**

Overview:

The SFO program provides benefit-eligible staff members with paid days off during the summer months separate from regular University Holidays or accrued vacation leave.

The initial “pilot” program, called “Summer Friday’s Off” began in 2008 and provided benefit-eligible staff members with paid Fridays off during the month of July, and it continued each year through the summer of 2016. In November of 2016, the University determined to remain open and operational from Monday through Friday throughout the calendar year and modified the SFO program accordingly.

SFO Program Provisions:

- All benefit-eligible staff members are provided with paid “SFO” days in accordance with the following formula:
  - o Every “benefit-eligible” staff member starts with one (1) 8-hour\* “SFO” day, and then one (1) added 8-hour “SFO” day for each of the three summer months (defined below) for a total of up to four (4) days maximum pro-rated based on the position’s regular appointment period as follows:
    - 12-month employees = 1 + 3 = 4 days
    - 11-month employees = 1 + 2 = 3 days
    - 10-month employees = 1 + 1 = 2 days
    - 9-month or less employees = 1 day

\*Note: staff members who work fewer than 40-hours per week will receive a corresponding pro-rated number of hours for each SFO day (for example, for employees working 30-hours per week, each of their SFO days would be 6 hours instead of 8 hours).

- “SFO” days can be taken between mid-May and mid-August, the “SFO Period.” The SFO Period is based on the academic schedule, and will begin on the Monday one full week after Commencement and end on the Friday one full week prior to the date new students arrive on campus. The University will announce SFO Period dates in the early Spring.
  - o “SFO” days must be approved by the staff member’s supervisor.
  - o “SFO” days must be taken in full day increments; no partial days allowed.

- “SFO” days may not be taken in succession (only one at a time), but may be combined with vacation days contingent upon supervisor’s approval (for example, a staff member who has scheduled 5-days of vacation may substitute one of the vacation days as a “SFO” day thereby reducing the number of vacation days to 4).
- Eligibility for the program is based on completing 90-days of employment in a benefit-eligible position prior to the start of that year’s SFO period (this coincides with the 90-day trial period and limitation of using vacation leave during the trial period).
- SFO program is a “use it or lose it” program where time not taken does not accrue or carry-forward.
- “SFO” days remain disqualified from payout as a result of employment separation.
- The University offers an interest-free summer loan (of up to \$300) program during the SFO period.

SFO Program last modified on November 18, 2016.

The University may, from time-to-time, modify, delete, or amend this or any of its benefit/fringe benefit programs at its sole discretion and with or without prior notice.