



# time away benefits

## overview

### Flexible work schedules

With compressed workweeks, you work longer days in exchange for additional days off. These schedules are designed to allow you time to balance your work and personal or family needs. Adoption of a compressed workweek schedule is voluntary at both the department and employee level and is based, in part, on ability to meet workload and business requirements.

#### 9/80 schedule

With a compressed 9/80 schedule, you work **9 hours a day for 4 days of each week** with **one day off every other week**.

#### 4/10 schedule

With a compressed 4/10 schedule, you work **10 hours a day for 4 days of each week** with **one day off every week**.

#### Summer schedule

With a summer schedule, you work **9 hours a day for 4 days of each week** and **4 hours each Friday**.

#### Other flexible work options

Other options that may be available depending on your department include flextime, remote/hybrid work and part-time employment.

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