Cal State LA Alternate Work Schedule Pilot Program – Summer 2026

Frequently Asked Questions (FAQs)

These FAQs are intended to provide general guidance regarding the Summer 2026 Alternate Work Schedule Program. Operational needs, collective bargaining agreements, and department-specific requirements may affect implementation. The University reserves the right to modify or discontinue the pilot based on operational considerations.

1. What is the 4/10 Schedule?

A 4/10 work schedule means working four 10-hour days per week (40 total hours) instead of five 8-hour days. Employees get three-day weekends every week while maintaining full-time status.

The Summer 2026 Alternate Work Schedule Pilot is a temporary flexible scheduling initiative designed to support employee morale, work-life balance and organizational well-being during the summer months while maintaining operational effectiveness and service continuity.

2. When will the Pilot program take place?

- The summer 4/10 work schedule will begin June 15, 2026, and end on 8/14/26.
- Managers will make determinations of employee participation in the 4/10 schedule based on operational feasibility.
- Managers will work with employees to identify schedules.

Note: For payroll purposes, alternate work schedules will be processed effectively at the beginning of the workweek, which begins on Sunday.

3. Can an employee choose between a 30-minute lunch or one-hour lunch?

Yes – Employees are able to request from managers either 30 minutes or 1-hour lunch. Managers will set daily start times and lunch break with employees during the 4/10 schedule. Employees are required to complete 10-hour shifts either Monday through Thursday or Tuesday through Friday.

4. Is there any change in how employees report their absences if they participate in the Summer 4/10 work schedule?

No- There is no change to the process for how employees report absences in the Absence Management System. Please note that employee's leave balance will be charged according to the hours scheduled to work in their 4/10 schedule. For example, if an

employee takes an approved day on Monday, that would be considered as 10 hours of vacation leave time.

5. **If a non-exempt employee participates in the summer 4/10 work schedule, how do they record sick or vacation time?**

   Non-exempt employees should report absences as usual. For partial-day absences, employees should report only the hours not worked through Absence Management.

6. **What if my day off falls on a holiday?**

If an employee is on an alternate work schedule and the holiday is observed on a non-workday, eligible employees shall be entitled to receive a holiday alternate day off (ADO) that equates to the number of hours equal to their workday. The ADO leave credit must be used within a specific timeframe after the holiday has been observed, depending on the eligible employees' collective bargaining agreement (see reference below). ADO can only be used as a whole day and cannot be used in hours; it is treated the same as a personal holiday. For more information on ADO, navigate the specified bargaining agreement for more details.

Collective Bargaining Agreement Holiday alternate day off chart

Collective Bargaining Agreement	Holiday	Expiration Period
Unit 1 - UAPD	Alternate Day Off	180 Days **
C99 – Confidential	Alternate Day Off	90 Days * (non-exempt only)
Units 2,5,7, and 9 - CSUEU	Alternate Day Off	180 Days**
Unit 4 - APC	Alternate Day Off	90 Days*
Unit 6 SETC	Alternate Day Off	90 Days*

***Unused time will be forfeited**

****should be used the next scheduled work day**

The ADO will be automatically granted to the employees balances once the holiday passes under their CSU balance inquiry page under "ADO". To use the ADO, they will need to enter it under Timesheet as "ADO – Additional Day Off Taken" any time after the ADO is earned. View instructions how to enter "ADO Take" in timesheet.

Managers (MPPs) and exempt confidential personnel employees are not eligible to receive ADO and will not have an alternate day option; if their normal day off falls on a holiday there will be no other options for these two groups and their day off will be the holiday.

7. Why is Cal State LA offering this program?

This pilot supports Cal State LA's commitment to employee engagement. The program is intended to provide employees with additional flexibility during the summer while allowing the university to assess operational impacts and overall effectiveness.

8. Is this a permanent change to our work schedules?

No. This is a temporary summer pilot program intended to provide additional flexibility during the summer months while allowing the university to evaluate operational impacts and employee experience. **Employees participating in the pilot will resume their regular work schedule and telecommuting arrangement beginning August 17, 2026.**

9. Is participation required?

No, Participation in the pilot program is voluntary. Employees who do not elect to participate will remain on their current work schedule.

Final schedule assignments and designated days off are subject to management approval and operational needs.

10. Who is eligible to participate?

All full-time employees are eligible to request participation. Approval will depend on operational needs. Please note, eligibility is a privilege and can be revoked at any time should the employee fail to successfully maintain performance expectations under the approved alternate schedule.

11. Can my request be denied?

Yes, Managers may deny or modify request based on operational needs, performance considerations, or the ability to support the requested schedule within the department.

12. What is the deadline to submit a participation request?

All completed request forms, including required supervisor and vice president (or designee) approvals, must be submitted to Human Resources department **no later than June 8, 2026.**

13. What if I decide to participate after the submission deadline?

Request submitted after the established deadline may be considered on a case-by-case basis, depending on operational needs, staffing coordination, and the department's ability to accommodate schedule adjustments after the pilot has begun.

Employees are encouraged to submit requests by the established deadline to support effective planning and coordination.

14. Can approved schedules be changed during the pilot?

The pilot is intended to provide schedule consistency throughout the summer period to support operational planning, staffing coordination, and team collaboration.

Employees are encouraged to carefully consider the 4/10 schedule prior to enrollment and are expected to remain on their approved schedule for the duration of the pilot.

Requests for schedule changes or withdrawal from participation will be considered on a case-by-case basis and should be limited to exceptional circumstances and remain subject to management approval based on operational needs.

The university may also modify participation arrangements if necessary to support business continuity or operational requirements.

15. Can an employee cancel participation in an alternate work schedule during the pilot?

- If an employee does not want to continue their voluntary participation in the summer 4/10 schedule, they will need to contact their manager and payroll services.
- Request to discontinue participation will be reviewed based on operational considerations, staffing coordination, and timing. Depending on the circumstances, there may be a delay before an employee returns to their regular work schedule.

16. Will everyone have Fridays off?

Not necessarily. While Fridays are the preferred scheduled day off under the pilot program, when operationally feasible, designated days off will generally be limited to either Fridays or Mondays.

Managers will determine approved schedules and designated days off based primarily on operational and business needs, while considering employee preferences where feasible and appropriate.

17. Once my 4/10 form is submitted to payroll can I change the schedule that I originally selected?

Unfortunately, no. Once the option is selected it is updated in Absence Management for the summer program and cannot be changed.

18. Will participation change performance expectations?

No. Participation in the pilot does not alter performance expectations, workload responsibilities, or service standards. Employees are expected to maintain productivity, responsiveness, collaboration, and operational support throughout the pilot period.

19. How will vacation, sick leave, or other leave time be charged?

Leave usage will be charged based on the number of hours the employee was scheduled to work on the day leave is taken. Employees on a 4/10 schedule would generally use 10 hours of leave for a full-day absence.

20. Are meal periods, breaks, and overtime rules different under an alternate work schedule?

No. Employees must continue to follow all applicable meal periods, rest break, timekeeping and overtime requirements while participating in the pilot.

Non-Exempt employees may not work beyond their approved scheduled hours, skip required meal periods, or work overtime without advance supervisory approval.

Participation in an alternate work schedule does not change overtime eligibility or applicable wage and hour obligations.

21.What happens if operational issues arise during the pilot?

The university reserves the right to modify, suspend, or discontinue participation arrangements if operational concerns arise.

22. How will the pilot program be evaluated?

The university will evaluate the pilot based on operational experience, employee and manager feedback and overall effectiveness to help inform consideration of similar opportunities in future summers.

23. Who should employees contact with questions?

Employees should direct questions regarding eligibility, scheduling, operational expectations, or leave administration to their supervisor or **ASKHRM@calestela.edu.**