



## 4.3 Standard Work Week

### Policy Statement

The standard work week for non-administrative staff employees at the University is 40 hours, from 12:00am Thursday through 11:59pm on Wednesday. If the beginning and ending hours of the standard workweek present a scheduling problem for a particular group of classified employees such as night custodians, security personnel, etc., a written request should be made to the Associate Vice President for Human Resources to establish a special workweek for that group. The request should be in the form of a letter from the department head via the appropriate dean or director, and should state the number and classifications of employees involved, the suggested beginning and ending hours, and the reason for the request.

### Additional contacts

Additional Contacts: [payroll@uga.edu](mailto:payroll@uga.edu)

Julie Camp, 706-542-3431

### Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Human Resources

Policy Owner: [hrweb@uga.edu](mailto:hrweb@uga.edu)

Policy Contact: Sige Burden

Phone Number: 706-542-9756

### Related information

[Get the Guide for Time Worked](#)

[‹ Breaks and Meal Periods | Telecommuting ›](#)

### Policy Dates

Effective Date:

Date Last Updated: 04/24/2017

Date of Last Review:

Date of Approval:

Previous Version of Policy: