

32 Hour Workweek Summer Pilot FAQ

1. Who is participating in the 32-hour summer pilot schedule?

- a. Most AFT Classified non-exempt employees
- b. ACE exempt and non-exempt employees
- c. Campus Security Officers and Security Guards
- d. SPAA exempt and non-exempt employees

2. Who is not participating in the 32-hour summer pilot schedule?

- a. AFT Classified Police Dispatchers
- b. AFT Classified less than a 1.0 FTE and/or less than 12 months
- c. Management
- d. Sworn Police Officers
- e. Faculty
- f. Hourly Overload and NANCE

3. Where can I see the hours balance of my Administrative Time Off?

Balances and available time reporting codes will be available on timesheets and comp/leave balances beginning on Monday, 6/22/2026.

To View your Administrative Time Off balance, go to:

Employee Dashboard Tile > My Time > Leave/Comp Time Tile

Note the “As of Date 6/15/2026” on the ATOPLAN is only reflecting the date the allotment of hours was loaded to your account. You are not eligible to use them until 6/22/26 when the time reporting code becomes available in your drop-down menu.


Leave / Comp Time			
Name Empl ID Job Title Department		Pronoun Empl Rcd Reports To Location	
Sick Plan Type Sick Recorded Balance 394.00 Minimum Allowed 0 Maximum Allowed 9999	Vacation Plan Type Vacation Recorded Balance 421.10 Minimum Allowed 0 Maximum Allowed 9999	FYSICADV Plan Type Comp Time Recorded Balance 0.00 As of Date 02/10/2021 Expiration Period Never	ATOPLAN Plan Type Comp Time Recorded Balance 64.00 As of Date 06/15/2026 Expiration Period Days 381


To verify real time balances, navigate to your timesheet, click on Leave/Compensatory Time tab at the bottom of the page, modify the start and end dates, click on ATOPLAN from drop down list and any time taken and current balances will be reflected.

Leave Balances History

[Return to Leave Balances](#)

Name
Empl ID
Job Title
Department

Start Date 

End Date 

Leave Balance

ATOPLAN Balance	Minimum Balance	Maximum Balance
64.00	0	64

Leave Balance Details

Accrual Date	Expiration Date	Carry Over	Starting Balance	Earned	Taken	Balance	Accrual Date
06/26/2026			64.000000	0.00	8.00	56.00	06/26/2026
06/15/2026	06/24/2027		0.000000	64.00	0.00	64.00	06/15/2026

Balances are as of the specified Accrual Date.

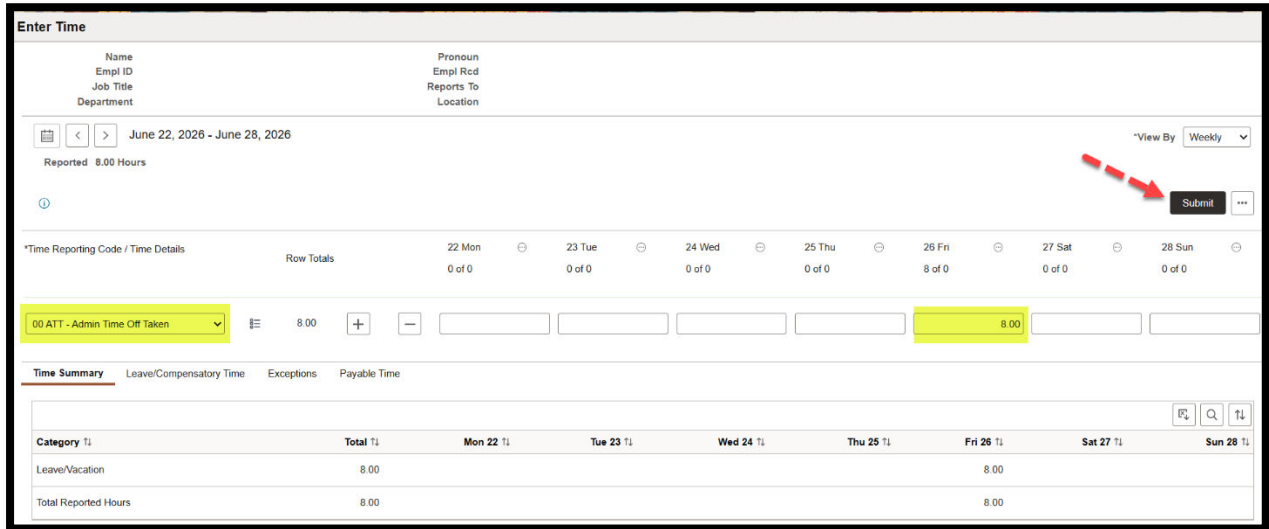
4. What is Administrative Time Taken (ATT) and how do I use it?

ATT is Administrative Time Taken – the new time reporting code created to monitor hours away from work during the 32-hour workweek summer pilot. If you are expected to work Monday through Thursday, 8 hours each day, you would enter ATT for 8 hours on Friday to complete your 40-hour work week.

To Report Administrative Time Taken

Each time you utilize your administrative time off, enter the hours on your timesheet. For most, this will be on one day each week from 6/22/26-8/14/26 for 8 hours. *Note the ATT time reporting code will not be available in your drop-down list until Monday, June 22, 2026.

Employee Dashboard Tile>My Time>Enter Time



Enter Time

Name
Empl ID
Job Title
Department

Pronoun
Empl Rcd
Reports To
Location

June 22, 2026 - June 28, 2026

Reported 8.00 Hours

*View By Weekly

Submit

*Time Reporting Code / Time Details	Row Totals	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri	27 Sat	28 Sun
00 ATT - Admin Time Off Taken	8.00	0 of 0	0 of 0	0 of 0	0 of 0	8 of 0	0 of 0	0 of 0

Time Summary

Category	Total	Mon 22	Tue 23	Wed 24	Thu 25	Fri 26	Sat 27	Sun 28
Leave/Vacation	8.00					8.00		
Total Reported Hours	8.00					8.00		

5. With the manager timecard approval deadline for the June 30th payroll being 6/18/26, how will not entering ATT for the last 2 weeks in June impact my paycheck?

It will not impact your pay. ATT is like vacation or sick leave time reporting codes – it offsets from your regular salary and decrements from your leave balances. ATT does not provide any additional payment. Therefore, you should enter the ATT as soon as you know you are taking that day off and depending on where we are in the pay cycle, it will pull into the following payroll.

6. I had previously arranged a 4/10 summer schedule with my supervisor; can I continue to do that instead?

Each Campus or Division will have different needs. It is anticipated that if you had a 4/10 summer schedule, you will convert to a 5/8 schedule. You will work 8-hour days Monday – Thursday and enter 8 hours of ATT on Friday, or designated day off.

7. I was previously on a 4/10 schedule for the summer and have already entered 10 hours for the “in lieu of holiday” for July 3rd. What changes should I make to my timesheet?

- Delete the 10 hours “In Lieu Of Holiday” timesheet entry and click “Submit”.
- Add 8 hours of “In Lieu Of Holiday” on the day you will be taking off in lieu of the holiday and click “Submit”.
- You can find step by step instructions here: [Timesheet Instructions](#)

8. If I work four 8-hour days Monday through Thursday and a holiday falls on a Friday, do I get a day off in lieu?

Yes, you do get an additional day off in lieu. Use time reporting code ILH any time during the month of July.

9. How is the July 3rd holiday impacted by the 32-hour work week?

You still earn 8 hours of administrative time off during the week of June 29-July 2. If you also use your ILH during this same week you will be working 16-hour work week.

10. If I'm only working 32 hours per week, how is my pay impacted?

There is no impact on your pay. You will continue to receive your full salary.

11. How will the 32-hour work week impact any current stipends I receive such as shift differential, bilingual stipend, longevity, etc.

There will be no impact.

12. How does the summer pilot impact my accruals? Will they be prorated?

No, your accruals will not be prorated. You will continue to accrue sick and vacation at your current rate per the guidelines in your CBA or Handbook.

13. How does the summer pilot apply to exempt employees in ACE and SPAA?

Exempt employees will be expected to fulfill their full 8-hour day. If an exempt employee, due to critical business needs, works on their regularly scheduled day off, the number of hours needed to fulfill the 8-hour day shall be made whole using a portion of the ATT bucket. Chancellor approval will be required. For example, Friday is supposed to be your 8-hour day off but you work 4 hours. You will enter 4 hours of ATT and the remaining 4 will remain in your bucket to be used in the future.

14. When is Chancellor approval required?

Any deviation of 8 hours each week, over the 8-week summer period requires Chancellor approval.

15. How is an exemption requested?

Supervisors and managers will complete an Exemption Request Form. The signing Cabinet member will send completed forms to Chancellor_Smith@sdccd.edu.

16. If I need to work beyond 32 hours but not more than 40 in a week, does this require prior approval?

Yes, if your manager determines, due to critical business needs, you will not be able to participate in the 32-hour pilot program in its entirety, i.e. only working 32 each week and utilizing the full 64-hour allotment over the 8-weeks, this will require prior Chancellor approval through your upline supervisor and Cabinet level member. If approved you will still receive the 64-hour bucket of administrative time off to be utilized when business needs permit through June 30, 2027.

17. Do hours worked beyond the 32 hours count as overtime or straight time pay?

During the summer pilot program, hours 32-40 are already included in your salary. You will be given a “bucket” of 64 hours. It is expected that you will use 8 hours of administrative time off every week during this eight-week pilot.

18. If I work on my scheduled 8-hour day off, is it straight time pay or overtime pay?

Straight time pay is not a component of this 32-hour work week summer pilot. If you work on a scheduled day off, up to 8 hours, then you do not enter the Administrative Time Taken (ATT) time reporting code on your timesheet that day, and you get to take an alternative day off in the future, at which time you will enter the ATT time reporting code. Again, this requires prior Chancellor approval.

Overtime rules are not changing during the 32-hour work week pilot. Overtime will continue to follow the rules outlined in your handbook.

19. During and after the 8-week summer pilot, are employees permitted to use the ATT hours on consecutive days in the same week?

During the 8-week summer pilot, utilizing more than 8 hours of ATT in one work week would require Chancellor approval. After the 8-weeks, if you have an approved exemption on file, yes, the ATT allotment of 64 hours can be used in the same way other leaves are utilized.

20. Can I use ATT instead of entering sick, vacation, or compensatory time off?

During the 8-week summer pilot, no, the intent is not to replace other leaves. If, however, you have an approved exemption, and have a remaining ATT balance after the 8 weeks you may use ATT in place of other leaves and is recommended you do so since it is use it or lose it.

21. If I only work 32 hours Monday- Friday and have to work on Saturday and/or Sunday, how should I report my time?

Work on a Saturday or Sunday (when not a part of your regularly scheduled workweek) is overtime and should be entered using the appropriate overtime time reporting codes as applicable in your CBA/Handbook.

22. What happens if I still have unused hours of Administrative Time Off on 7/1/2027?

You lose them. It is a use it or lose it plan.

23. If I have to work on my scheduled day off and I work 10 hours (normal schedule is 8 hours), what should my timesheet look like?

Keep in mind this will require prior Chancellor approval. If approved, you will enter 2 hours of overtime 1.5 with no other entry for the day, which will indicate you did not use your administrative time off for that day and will therefore have an additional 8 hours to utilize in the future prior to June 30, 2027.


24. If I am working modified 32-hour schedule, i.e. not four 8-hour days, what will be timesheet entry look like?

To spread out the 8-hour allotment of administrative time off throughout the week, enter the number of ATT hours utilized on each day to get to the 8-hour day. Keep in mind overtime applies at the end of your regularly scheduled shift. See example below.

	MON	TUES	WED	THURS	FRI	
Scheduled Hours	7	7	7	7	4	32
Hours Actually Worked*	7	7	7	7	4	32
ATT	1	1	1	1	4	8
	Workweek					40

	MON	TUES	WED	THURS	FRI	
Scheduled Hours	7	7	7	7	4	32
Hours Actually Worked*	8	8	8	8	4	36
ATT	0	0	0	0	4	4
Overtime (015)	1	1	1	1		4
	Workweek					44

* No time entry required for regular hours on timesheet.

 **Reports will be run after the end of the 8-week summer pilot. If an employee has a remaining balance in their ATOPLAN, it is expected that the employee has an exemption request form on file.**