**FAQs: Converting to 37.5 Hour Workweek**

**Q. How will the 37.5‐hour work week affect my current work schedule?**

A. All full-time, non-exempt employees will work the approved 7.5 hour workday. The only exceptions are exempt employees.

**Q. Will my salary be affected?**

A. No. Your salary is calculated at a full-time rate and it will remain calculated at that rate.

**Q: Does my lunch hour change?**

A: No, you will still be allowed your regular hour or half hour for lunch.

**Q. Will I still earn/use annual leave based on the 8 hour work day?**

A. No. Time will now be based on a 7.5‐hour work day schedule. Annual leave will be earned per month based on your service time (see chart on last page) and taken based on a 7.5 hour day.

**Q: Will I still earn/use sick leave based on the 8 hour work day?**

A: No. Time will now be based on a 7.5‐hour work day schedule. Sick leave will be earned per month in 9.375 hour per month increments and taken based on a 7.5 hour day. You will still receive the equivalent of 15 sick days per year.

**Q. How does this affect my overtime pay? As a non‐exempt employee who clocks‐in to work, will I now earn overtime after 37.5 hours?**

A. No, as a non‐exempt employee your overtime payment will not be adjusted. You will still only receive overtime after working over 40 hours. Any hours worked over 40 hours will be paid at the usual time‐and‐a‐half rate.

**Q. If I want to retain my current work schedule, can I choose to do so?**

A. No. Participation is not optional.

**Q: Will I lose annual and sick leave balance hours?**

A: No, your current balance will be transferred over with no reduction taken.

**Q: What will be the maximum number of FMLA hours available?**

A: The Family Medical Leave Act (FMLA) provides eligible employees a total of 12 workweeks of unpaid leave during a 12 month period for a variety of medical reasons. When the typical workweek was 40 hours a week, eligible employees could take up to 480 hours of FMLA leave (12 X 40). However, now that the typical workweek is 37.5 hours, eligible employees may take up to 450 hours of FMLA leave (12 X 37.5).

**Q: Will this change affect my annual leave payout if I terminate or retire from MCLS?**

A: No, your annual leave payout is not affected. Your current annual leave hours will be converted to a new equitable rate (see example below). For all eligible employees, you will be paid out at the same rate regardless of the change in the workweek.

Example:

An employee making $30,000 is ready to retire and is eligible for the maximum payout of 20 days of annual leave. They would receive the same annual leave payout based on each workweek schedule:

At the 37.5 hour workweek –

$30,000 divided by 1950 (average annual hours worked) is then multiplied by 150 hours (max annual leave days) = $2307.69

At a 40 hour workweek agency –

$30,000 divided by 2080 (average annual hours worked) then multiplied by 160 hours (max annual leave days) = $2307.69

**Q: How will my monthly leave accrual or rate of earnings change?**

A: Below are two charts depicting your current and new annual and sick leave earnings You will accrue fewer hours working 37.5 hours per week, but will be required to take fewer hours to have a full workday off. You will accrue the SAME NUMBER OF DAYS PER YEAR.

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| **Current and New Rate of Accrual – Personal/Annual Leave** | | | | |
| **Years of Service** | **Current Hours/Month** | **Current Days/Year** | **New Hours/Month** | **New**  **Days/Year** |
| 1-5 years | 10 | 15 | 9.375 | 15 |
| 6-10 years | 12 | 18 | 11.25 | 18 |
| 11-15 years | 14 | 21 | 13.125 | 21 |
| Over 15 or ALA-accredited MLIS | 16 | 24 | 15 | 24 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current and New Rate of Accrual – Sick Leave** | | | | |
| **Years of Service** | **Current Hours/Month** | **Current Days/Year** | **New Hours/Month** | **New**  **Days/Year** |
| All Full-time | 10 | 15 | 9.375 | 15 |