REGULAR WORK WEEK

For most positions at Drake University the regular workweek is comprised of 37-1/2 hours. The regular workday is from 8:00 a.m. to 4:30 p.m. with one hour allowed for lunch. The actual number of hours worked in a workweek varies by job classification as determined by the manager and in accordance with statutory regulations and university requirements.

Employees required to track their hours may count holiday, vacation, and personal time as time worked when computing the total number of hours for that workweek. For time reporting purposes, the workweek begins at 12:01 a.m. Monday and ends at 12:00 midnight the following Sunday.