


HAMPTON UNIVERSITY
HAMPTON, VIRGINIA 23668

OFFICE OF THE SENIOR VICE PRESIDENT
FOR BUSINESS OPERATIONS AND FINANCE
(757) 727-5213

Memorandum

To: Hampton University Community

From: Robert Pompey, Senior Vice President for Business Operations and Finance 

Date: May 14, 2025

Re: Summer Operation Changes

The University will observe an abbreviated work schedule for the summer months. This adjusted schedule will start on June 1, 2025, and conclude on August 1, 2025. The University will return to normal business operations on August 2, 2025.

The abbreviated work schedule will be implemented in two ways and is outlined below:

1. Employees are permitted to leave one-hour early Monday – Friday.
 - Employees scheduled to work 8 a.m. - 5 p.m. – are permitted to leave at 4 p.m.
 - Employees scheduled to work 9 a.m. - 6 p.m. – are permitted to leave at 5 p.m.
 - Please note this is the only permissible adjustment. For example, an employee cannot opt to report to work late an hour in lieu of leaving early, nor can an employee opt to not take their lunch break and leave two hours early.
2. Employees are permitted to take alternating (every other) Fridays off.
 - All offices must always remain open and be properly managed, Monday-Friday.
 - Supervisors are responsible for the coordination of the schedule for their department and must be done in a manner that ensures adequate coverage for the department with no impact on customer service levels.

Due to the nature of certain critical and time sensitive University activities, there may be instances in which the department's needs will not allow for an abbreviated work schedule. Those instances will be properly communicated by the department supervisor.

The abbreviated work schedule only applies to full-time, 40 hours a week employees. If you have any questions, please contact your supervisor.