

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: A.2
SUBJECT: Official South Carolina State University Workweek	Effective: 01/01/06
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OFFICIAL SOUTH CAROLINA STATE UNIVERSITY WORKWEEK

The Fair Labor Standards Act defines a workweek to be a regularly recurring period of 168 hours in seven consecutive 24-hour periods. The workweek need not coincide with the calendar week. It may begin on any day of the week and at any hour. When a workweek is established for an employee or a group of employees, it remains fixed regardless of hours worked by the employee or employees. The workweek may be changed, but only if the change is intended to be permanent.

The standard workweek for each full-time employee shall be no less than five days or 37.5 hours. For record keeping purposes, the official South Carolina State University workweek begins at 12:01 a.m. each Sunday and ends at 12:00 midnight on Saturday.