

**UNIVERSITY OF DENVER
POLICY MANUAL
HOURS OF WORK FOR STAFF**

Responsible Department: Human
Resources and Inclusive Community
Recommended By: Provost, VC Human
Resources and Inclusive Community
Approved By: Chancellor

Policy Number
HRIC 3.10.030

Effective Date
9/

For salaried, non-hourly (exempt) employees, it is expected that full-time employees will work a minimum of 37.5 hours per week, however exempt employees are occasionally expected to work more than 37.5 hours per week to complete their work and are not eligible for overtime.

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9/262024	<i>Updated to clarify that Colorado law and FSLA apply in identifying exempt and non-exempt employees</i>
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