Whitworth Bi-weekly Pay Periods
Non-12-Month Employee FAQ

What does my FTE mean for my schedule?

Employees in 9-month, 10-month, and 11-month positions work a reduced annual schedule compared to a full 12-month appointment. The specific scheduling requirements differ depending on the position's FTE designation. Benefits are calculated based on the number of pay periods worked, so it is important to adhere to the number of pay periods associated with your FTE.

This FAQ acts as a guide to help outline the different scheduling options that are available. Employees should work with their supervisor and Human Resources to determine which schedule option best meets departmental needs while remaining consistent with their appointment.

9-Month Employees

9-month employees work on an academic year schedule. Because the appointment period begins on a Monday that falls in the middle of a bi-weekly pay period, employees can generally expect:

- 19 full pay periods
- 1 partial pay period (40 hours) at the beginning of the appointment period

9-month appointment schedule

- Working Dates for the Next 3 Academic Years
  - Academic Year 2026-2027
    - Start Date: Monday, August 31, 2026
    - End Date: Friday, May 28, 2027
  - Academic Year 2027-2028
    - Start Date: Monday, August 30, 2027
    - End Date: Friday, May 26, 2028
  - Academic Year 2028-2029
    - Start Date: Monday, August 28, 2028
    - End Date: Friday, May 25, 2029

10-Month Employees

10-month employees work approximately ten months out of the year. There are multiple scheduling options available for 10-month employees due to differing departmental needs. Because pay period start and end dates will fluctuate, your start and end dates may also vary each year. This means 10-month employees can expect:

- 21 full pay periods
- 1 partial pay period (40 hours) at the beginning or end of the appointment period.

The different start and end date options for the next 3 years are as follows:

- 2026-2027 (Classes begin Sept 9, commencement is May 23)
  - July 27, 2026 - May 23, 2027
  - August 3, 2026 - May 30, 2027
  - August 10, 2026 - June 7, 2027
  - August 17, 2026 - June 13, 2027

- 2027-2028 (Classes begin Sept 8, commencement is May 21)
  - August 2, 2027 - May 28, 2028
  - August 9, 2027 - June 5, 2028
  - August 16, 2027 - June 11, 2028
  - August 23, 2027 - June 18, 2028

- 2028-2029 (classes begin Sept 6, commencement is May 20)
  - July 31, 2028 - May 27, 2029
  - August 7, 2028 - June 3, 2029
  - August 14, 2028 - June 10, 2029
  - August 21, 2028 - June 17, 2029

How do I choose the option that's right for me?

You'll need to work with your supervisor and decide which timeframe best fits the needs of your responsibilities and communicate that with HR.

11-Month Employees

11-month employees (.92 FTE) will have **22 unpaid days** during each fiscal year. This equates to taking one month of unpaid time off. 11-month positions were typically created to have time off during non-academic months, so this should be considered when deciding a schedule option.

What scheduling options do I have?

- **Option 1: Work 24 Pay Periods**
  - Take 2 **full pay periods off** (typically during the summer months and within the same fiscal year)
  - Take the remaining 2 days within another pay period. These dates must be pre-planned and communicated with HR.
  - This option most closely aligns with the traditional "one month off" model

- **Option 2: Work All 26 Pay Periods**
  - This could be limited hours during summer months, based on job needs and supervisor approval.
  - Time off must be taken in 4 **full-work week (5-day) increments** with the remaining 2 days within another pay period. These must be pre-planned and communicated with HR.
  - These weeks must be **planned in advance** and cannot occur within the same pay period so that any benefits of cost are covered.

How do I choose the option that's right for me?

Staff should work with their supervisor to determine which option best supports their role and departmental needs while meeting payroll and benefit requirements.