Biola observes special hours on designated Fridays in the summer and on the Wednesday prior to Thanksgiving for all regular staff employees who work at least 20 hours per week. Depending on the number of hours regularly worked each week, employees will be excused with pay from between 2 and 4 hours of work on Fridays for a period of 11 or 12 weeks, running from early June until mid-August and for the Wednesday preceding Thanksgiving. Each year, notice of the exact dates involved will be made in advance of the respective periods.

Employees working a 40-hour week, for example, begin work at 8:00 a.m. and work until 12:00 noon and receive 4 hours of paid time off each short workday. This equates to about 7 days off per year. Employees who normally work less than 40 hours per week, but at least 20 hours per week, will have their work time and paid time off prorated, according to the hours normally worked per week.

Employees whose jobs require that they work a full day will receive equivalent compensatory time off at a later date to be determined by their department head.

Employees must work the shortened schedule on those designated days in order to receive the paid time off. Since this paid time off is not considered official holiday time, it is forfeited if an employee is absent from work (illness, vacation, personal business leave, etc.), and a full day of applicable leave time would have to be used.