

**Policy and Procedure Document  
Virginia Institute of Marine Science  
William & Mary**



Number: PPD - 0028  
Subject: Workweek  
Responsible Office: Dean & Director

The official workweek for the Virginia Institute of Marine Science (VIMS) runs from 12:01 a.m. Saturday through 12:00 a.m. Friday. This designation is used to determine if an employee has served for more than 40 hours during a workweek and should receive overtime benefit, if eligible.

Related Policies, Procedures, and other Documents

- [William & Mary Hours of Work and Overtime Policy](#)

Effective Date: July 1, 2009  
Updates: December 2023