

Date: March 29, 2011  
To: Faculty & Staff  
From: Human Resources  
Subject: Flexible Summer Hours 2011

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The College will observe Summer Hours from **Monday, May 16, 2011 through Friday, August 19, 2011**. Normal work hours will resume on **Monday, August 22, 2011**. A suggested work schedule for the summer hours period is noted below. Directors/Department Heads may adjust this schedule based on departmental needs.

Some departments (for example, Admissions, Campus Safety, and the Library) do not observe summer hours. Hours for these departments are subject to schedule needs and are determined by the Department Head.

Please be advised that for purposes of recording paid time off (vacation, sick, personal) during the flexible summer hours period, if an entire week is taken, it should be recorded and will be charged as the total number of regular weekly hours (e.g., 35) for support staff, and as one full week (5 days) for administrative staff.

**35 Hour Staff**

Monday - Thursday 8:00 AM - 4:30 PM (45 minute lunch)  
Friday 8:00 AM - 12:00 PM

**40 Hour Staff**

Monday - Thursday 7:00 AM - 4:15 PM (30 minute lunch)  
Friday 7:00 AM - 12:00 PM

**Department Heads:** To ensure the safety of your employees during summer hours, please notify Campus Safety in writing if your department is working a schedule which is different than the suggested schedule noted above.