

Summer Hours for 2018

Please be advised that the College will operate with two work schedule options this summer from June 8, 2018 through July 20, 2018.

Option 1: **No Flex** – Employee works the regular workweek and regular schedule.

Option 2: **Friday Flex Option** – Each employee who selects this option is required to work a longer work day Monday through Thursday. The Friday flex option consists of a four-day workweek, Monday through Thursday, with an 8.75 or a 10-hour shift in addition to a 30 minute unpaid lunch break. Employees electing this option must do so with the prior approval of the department supervisor. Each department must have coverage during the College's normal operating hours of 8:45 a.m. to 4:45 p.m. for the full week, Monday through Friday.

Each office must be staffed to manage its workload effectively and no office may be closed because of summer hours. Please remember that the ability to take flextime is dependent on whether your supervisor approves the use of flex and your department is fully staffed. When a conflict arises between the use of contractual leave time, such as vacation and other earned leave, flextime must yield. An employee's use of flextime may be denied due to staffing issues caused by the use of earned vacation and other contractual leave time.

Please note that flextime is taken in advance and employees must work the alternate schedule in accordance with the following chart:

Flex Day	Longer Workdays
June 8	June 11 – June 14
June 15	June 18 – June 21
June 22	June 25 – June 28
June 29*	July 2 – July 5
July 6	July 9 – July 12
July 13	July 16 – July 19
July 20	July 23 – July 26

If you have any questions regarding summer hours, please do not hesitate to contact Human Resources at 2106.

*Individuals who flex on June 29 will be required to use 1.75 hours (35-hour workweek) or 2 hours (40-hour workweek) of vacation on July 4 to make up their flextime.