

Please be advised that the College will operate with two work schedule options this summer from June 7, 2019 through July 25, 2019. An employee may select either of the options set forth below.

Each employee who chooses summer flex 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 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:

### **Flex Day Longer Workdays**

<b>Flex Day</b>	<b>Longer work days</b>
June 7	June 10 -13
June 14	June 17-20
June 21	June 24-27
June 28*	July 1 – 4
July 5	July 8 – 11
July 12	July 15 – 18
July 19	July 22 - 25

\* Individuals who flex on June 28 will be required to use 1.7 hours (35-hour workweek) or 2 hours (40-hour workweek) of vacation on July 4 to make up their flextime.

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