TO: ALL FACULTY AND STAFF
FROM: Shirley Shevach, DIRECTOR OF HUMAN RESOURCES
RE: FOUR-DAY WORK WEEK - SUMMER 2013
DATE: April 8, 2013

The four-day work week shall be from Monday, June 24, 2013 through Friday, August 09, 2013. All buildings shall be closed on Fridays. The Independence Day holiday will be celebrated on Thursday, July 4, 2013. During that week, staff shall have four regular unextended seven or eight hour days on Monday, Tuesday, Wednesday, and Friday.

**EMPLOYEES WORKING 35 HOURS PER WEEK**

Monday - Thursday 8:30 a.m. to 6:00 p.m. with a 45 minute lunch break.

**EMPLOYEES WORKING 40 HOURS PER WEEK**

Monday - Thursday 10 hours per day with a 30 minute lunch break. Hours will be assigned by Director of the area.

Buildings and Grounds employees who work a night schedule will also participate in the four-day work week. They will work Monday through Thursday night.

If you go on approved annual or sick leave during this period, charges to leave balances will be computed on the basis of the number of hours in the workday which is being charged. For example, a staff member who works 8 3/4 hours per day will be charged 8 3/4 hours for one day of approved leave.

Employees who are unable to work an extended schedule have the option of working four regular days and charging the remaining day to annual leave. There is also another option of working 32 hours each week and charging the three hours per week difference initially to annual leave. Participating employees would be able to restore such time by working during the course of the academic year at times specified by the college, after consultation with the employee. Please arrange your summer schedule with your supervisor no later than May 24, 2013 and then notify the Human Resources Department if you would like to take either of these options.

We wish one and all a happy and healthy summer!

Note: See Attached Summer Program Options