



Human Resources

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To: All Staff

From: Elizabeth S. Skrainar, Assistant Vice President for Human Resources

Subject: 2018 Summer Hours Information

Date: April 2, 2018

2018 Summer Hours Information:

Administrative Office Summer Hours will begin on Monday, May 14, and will run through Friday, August 24.

- For most 35 hour employees, this means the Monday through Thursday work day is extended in order to allow for half days on Fridays. Hours are: Monday-Thursday, 8:00 a.m. – 4:30 p.m.; Friday, 8:00 a.m. – Noon.
- For most 40 hour employees, this means the Monday through Thursday work day is extended in order to allow for half days on Fridays. Hours are: Monday-Thursday, 7:30 a.m. – 5:15 p.m.; Friday, 8:00 a.m. – Noon.
- In exchange for this time, the College expects that weekly work hours for employees are totaling their normal work weeks (either 35 or 40 hours). In addition to workdays starting 30 minutes earlier, the lunch hour is also reduced to 45 minutes.
- For time away from work, record time equal to the number of hours scheduled on that day. For example, for vacation on a Monday in a 35 hour week, record 7.75 hours of vacation.
- While most College employees will be working according to the Administrative Office Summer hours, to accommodate specific summer activities some office service hours may vary. Please see websites of the following departments/offices for their summer hours:
 - Career Center
 - Facilities Services
 - Lavery Library
 - OIT
- The department supervisor reserves the right to alter the summer hours scheduled to regular office hours to accommodate business needs.

Additional Information and Tips

- If your office does not follow the College's Administrative Summer Hour schedule, please post your office hours on the office door.
- Please change your voicemail message to indicate your specific summer hours.
- For questions pertaining to payroll/timekeeping, please contact a member of the Payroll Department.

If you have any questions please contact the Human Resources Department at hr@sjfc.edu or (585) 385-8048.

Thank you.