



To: All employees
From: Rich Caloiero, Director of Human Resources
Date: March 28, 2013
Subject: 2013 Summer Hours / Vacation Carryover

Summer Hours

Summer hours will begin as of Monday, May 20, 2013 and extend through Friday, August 16, 2013. Nine-month employees' last day will be May 17, unless it is requested by the employee's supervisor to work additional time.

Administrative office hours will be as follows:

Monday through Thursday	8:00 am to 4:30 pm with a 30 minute lunch
Friday	8:00 am to 2:00 pm with a 30 minute lunch

It is understood that some offices, because of the nature of the work, will need to work the usual hours. It is also understood that in no situation are hours shortened. They are simply rearranged to allow for an earlier weekend beginning on Friday.

The College will resume its normal working hours with the start of the new academic year beginning Monday, August 19, 2013. Nine and ten-month employees who normally do not work over the summer will be expected to return to work on August 19th. Depending upon the department, some employees may need to return earlier.

Vacation Carryover

Employees are reminded of the College's policy on vacation carryover. The maximum number of earned, unused vacation days that can be carried over to the next fiscal year is five days.