

## IMPLEMENTATION PROCEDURES - FOUR DAY SUMMER WORK WEEK 2018

Period	Monday, June 25 through Friday, August 10, 2018
Personnel Affected	All full time "Gittleson" and other administrative civil service staff, and all non-teaching Instructional staff, except supervisors in Performing Arts and Television Center.
Access to Campus on Friday	Faculty will have access to laboratories in the same way that they do at other times when the College is closed
Schedule-Choice of:	<p>A) <u>35 hours in 4 days</u> Monday - Thursday 8:00AM-5:30PM with 3/4 hour lunch period</p> <p>B) <u>4 seven hour days/charge 7 hours to annual leave</u> Monday - Thursday 9:00AM-5:00PM (whichever is your regular 7-hour schedule) with Friday charged to annual leave</p> <p>*Must have at least six [6] annual days in your bank to choose</p> <p>C) <u>4 eight hour days/charge 3 hours to annual leave</u> Monday -Thursday 8:00AM-5:00PM with 1 hour lunch period</p> <p>*Must have at least eighteen [18] hours in your bank to choose</p>

NOTE: Once the choice of schedule is made, it is irrevocable for this year.

Charges to  
Leave  
Balances:

Computed on the basis of the number of hours in the workday, i.e.,

Personnel on Plan (A)

Charged 8-  $\frac{3}{4}$  hours (8 hours and 45 mins) for each annual leave or sick day used.

**Note:** for a full week of absence during this time (Mon-Thurs), the usual 35 hours are charged.

If you should take an unscheduled holiday on one of these days, 1 hour and 45 minutes will be charged to your annual time

Personnel on Plan (B)

Charged 7 hours for each annual leave or sick day used, as usual.

Personnel on Plan (C)

Charged 8 hours for each annual leave or sick day used.

**Note:** for a full week of absence during this time (Mon- Thurs), the usual thirty-five (35) hours are charged.

If you should take an unscheduled holiday on one of these days, 1 hour will be charged to your annual time

"Summer  
Hours"

The reduction of the work day by one (1) hour for employees who have completed one (1) year of service and who work in non air-conditioned facilities will apply, no matter which of the schedules is selected. Detailed memorandum will follow.