

## **MEMORANDUM**

**TO:** Administrative, Professional and Classified Staff

**FROM:** Junell A. Ransdell  
Associate Vice President, Human Resources

**SUBJECT:** 36-Hour Summer Work Schedule

**DATE:** April 13, 2016

As we quickly approach the coming summer period, I wanted to remind each of you that the college will be closed on Fridays during the 12 weeks of summer beginning Friday, May 20, 2016 and ending on Friday, August 5, 2016. During this period, all full-time professional, administrative and classified benefit-eligible employees will be scheduled to work on a 36-hour per week basis.

Please consider the following as you develop your departmental work schedule:

- Normal college services will be provided, and most administrative offices will be open from 8 a.m. to 5 p.m. Monday through Thursday. Departments that normally offer evening services may continue to provide services on their normal schedule.
- Work schedules for all full-time employees will be based on a 36-hour week. Benefit-eligible employees who are normally scheduled to work 20 hours per week would be scheduled to work 18 hours, 30 hour per week employees would work 27 hours per week, etc.
- Work schedules must include either an hour or half-hour unpaid meal period for those working 7.5 or more hours in a day.
- Vacation, sick and personal leave time will be charged on an hour-for-hour basis. If a full week of vacation is utilized during this period, 36 hours of benefit time will be charged for full-time employees.

Also, please remember as you move to a wardrobe appropriate for summer that **Board Policy 8.37 on Employee Attire** indicates that “employees are expected to represent the College in a positive and professional manner”. During the summer, Thursdays, rather than Fridays, will be considered School Spirit Day, and employees may wear nice jeans as long as they are accompanied by a shirt with either the LLCC logo or indicating Lincoln Land Community College. Examples of articles of clothing that should not be worn at any time include shorts, skorts, Bermuda shorts, dirty clothing or clothing which is excessively worn, and flip-flops. If you have any questions about appropriate attire in your department, please speak with your immediate supervisor.

**Note – Holidays:** Memorial Day (May 30) and Independence Day (July 4) will be considered a nine-hour day toward hours worked for full-time employees.