

NAZARETH COLLEGE

Human Resources Department

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Date: April 30, 2021
To: Faculty & Staff
From: Human Resources
Subject: Summer Hours 2021

The College will observe Summer Hours from **Monday, May 24, 2021 through Friday, August 20, 2021**. Normal work hours will resume on **Monday, August 23, 2021**. A suggested work schedule* for the summer hours period is noted below. Please note that Chairs/Directors/Department Heads may adjust schedules based on departmental needs.

In addition, Friday, May 28, and Friday, July 2 was added to the holiday calendar for 2021. [The holiday calendar has been posted.](#)

Some departments do not observe summer hours. Hours for these departments are subject to schedule needs and are determined by the Department Head.

Please be advised that for purposes of recording paid time off (vacation, sick, personal) during the flexible summer hours period, if an entire week is taken, it should be recorded and will be charged as the total number of regular weekly hours (e.g., 35) for non-exempt staff, and as one full week (5 days) for exempt staff.

***35 Hour Staff** (for illustrative purposes only)

Monday - Thursday	8:00 AM - 4:30 PM (45 minute lunch)
Friday	8:00 AM - 12:00 PM

***40 Hour Staff** (for illustrative purposes only)

Monday - Thursday	7:00 AM - 4:15 PM (30 minute lunch)
Friday	7:00 AM - 12:00 PM

Department Heads: To ensure the safety of your employees during summer hours, please notify Campus Safety in writing if your department is working a schedule that is different than the suggested schedule noted above.