



SUMMER HOURS FORM 2018

(Please Print Clearly)

Employee Name: _____ Dept./Location: _____
Last Name, First Name

*Select one of the following options by placing an "X" in the appropriate box:

TO BE COMPLETED BY EMPLOYEES WITH A NORMAL WORK SCHEDULE OF 35 HOURS PER WEEK

I choose to work extended hours, Monday through Thursday with 30 minutes for lunch from Monday, June 25, 2018 through Friday, August 10, 2018, excluding the week of July 4.

*One full day of annual or sick leave used must be charged as 8.75 hours.

- A**
- | | | | |
|--------------------------|------------------------|--------------------------|---|
| <input type="checkbox"/> | 8:00 a.m. to 5:15 p.m. | <input type="checkbox"/> | 9:00 a.m. to 6:15 p.m. |
| <input type="checkbox"/> | 8:30 a.m. to 5:45 p.m. | <input type="checkbox"/> | *8:30 a.m. to 6:00 p.m.
(this option entitles you to 45 minutes for lunch) |

I choose to work regular hours Monday through Thursday with one hour for lunch each day, and charge 7 hours to annual leave on each of the following dates: June 29, July 13, July 20, July 27, August 3, and August 10, 2018.

- B**
- 9:00 a.m. to 5:00 p.m.**

TO BE COMPLETED BY EMPLOYEES WITH A NORMAL WORK SCHEDULE OF 40 HOURS PER WEEK

- C(1)** I choose to work 4 days per week, 10 hours per day from Monday, June 25, 2018 through Friday, August 10, 2018, excluding the week of July 4.

I will work the hours of _____ to _____ Su M T W Thu F S
with _____ min for lunch. *

Please place an X on the days you will work these hours.

- C**
- C(2)** I choose to work 4 days per week, 8 hours per day from Monday, June 25, 2018 through Friday, August 10, 2018 excluding the week of July 4, and charge 8 hours to annual leave on each of the following dates: June 29, July 13, July 20, July 27, August 3, and August 10, 2018.

*This is subject to supervisory approval based on the needs of the college.

Employee Signature: _____ Date _____

Supervisor Name: _____
(Please print clearly)

Supervisor Approval: _____ Date _____

Submit completed forms by Friday, May 25, 2018 to: Terencia Martin, Office of Human Resources

**** It is recommended that employees over their annual leave cap choose Option B or C (2).**

