

VERMONT TECH

Manual of Policy and Procedures

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| <i>Title:</i> Summer Hours | <i>Number:</i> T 220 | <i>Page(s):</i> 1 |
| | <i>Date:</i> April 2011 | |

STATEMENT OF POLICY

Summer hours will begin each year on the Monday following commencement and will continue until the full week before the beginning of the fall semester to allow all office operations to prepare for the new academic year.

The official summer hours will be 8:00 a.m. – 4:00 p.m. with a thirty (30) minute lunch break except for those facilities and public safety personnel that have non-regular, established hours/work schedules.

Employees will have an option of a 10 hour, four-day work week subject to the approval of their supervisor. Offices with more than one person must maintain five (5) day coverage during the period during which summer hours are in effect.

During the two weeks with official holidays (Memorial Day and Fourth of July) all employees will return to the five-day work week schedule.


PROCEDURES

Employees who would like to work the (10) hour, four day work week option during the period in which summer hours are in effect should discuss the request with his/her supervisor.

If the request is approved, the employee will complete an approved flex time request form to Human Resources. A copy of the form will be given to Payroll and the original will be placed in the employee's personnel file.

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered deprecated.
 - a) April 2011

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| Signed By:  Patricia Moulton President |
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