
Policy: Summer Work Hours Policy
Policy No: 4.25
Approved: Board of Trustees: April 2011

SUMMER WORK HOURS POLICY

In the interest of saving energy costs and providing increased work/life balance for employees, SUNY Sullivan adopts the following policy regarding summer work hours.

Civil Service (Teamster) Employees

Teamster employees who regularly work a 35 hour per week schedule are required to work a compressed work week during the summer work hours Monday through Thursday beginning at 8:00 a.m. and ending at 5:15 p.m. with a half hour unpaid lunch break to be taken between 11:00 a.m. and 2:00 p.m. daily. The lunch break cannot be used as work time or to make up a late arrival or early departure.

The Independence Day holiday will count as 8 $\frac{3}{4}$ hours of holiday time.

Benefit time can be used in quarter hour increments as necessary to ensure that each employee accounts for his or her full-time schedule of 35 hours per week. Teamster employees who regularly work a 40 hour per week schedule are required to work a compressed work week during the summer work hours Monday through Thursday beginning at 7:00 a.m. and ending at 5:30 p.m. with a half hour unpaid lunch break to be taken between 11:00 a.m. and 2:00 p.m. daily. The lunch break cannot be used as work time or to make up a late arrival or early departure.

The Independence Day holiday will count as 10 hours of holiday time.

Benefit time can be used in quarter hour increments as necessary to ensure that each employee accounts for his or her full-time schedule of 40 hours per week.

PSA Employees

PSA Members are required to work a compressed work week during the summer work hours Monday through Thursday beginning at 8:00 a.m. and ending at 5:15 p.m. with a half hour unpaid lunch break to be taken between 11:00 a.m. and 2:00 p.m. daily. The lunch break cannot be used as work time or to make up a late arrival or early departure.

The Independence Day holiday will count as 8 $\frac{3}{4}$ hours of holiday time.

Benefit time can be used in quarter hour increments as necessary to ensure that each employee accounts for his or her full-time schedule of 35 hours per week.

Management Confidential Employees

MC employees are required to work a compressed work week during the summer work hours Monday through Thursday beginning at 8:00 a.m. and ending at 5:15 p.m. with a half hour unpaid lunch break to be taken between 11:00 a.m. and 2:00 p.m. daily. The lunch break cannot be used as work time or to make up a late arrival or early departure.

Benefit time will still be used in full day or half day increments. During the summer work schedule any full day of absence will require the employee to use one full day of benefit time. A partial day absence will require the employee to use a half day of benefit time. The Independence Day holiday will count as one full day.