

Summer Flex Hours from June 5 to July 28, 2023

Employees who work 217 and 226 days will begin Summer Hours on June 5, 2023.

Please note: Employees who work 195, 202, 207, and 212 day employees will work regular hours during the week of June 1, up until their last contracted day on June 5, 2023. 205 day employees will work regular hours through their last contracted day on June 1, 2023. 190 day employees will work regular hours until their last contract day on May 31, 2023. 212 day employees will work regular hours until their last contract day June 5, 2023. 217 day employees will work 7.5 hours on Monday June 12, 2023.

District and campus offices will be closed on Fridays during summer flex hours.

During this timeframe, employees will work the following hours:

- Monday-Wednesday from 7:30 am-5:00 pm (9.5 hrs)
- Thursday from 7:30 am-4:30 pm (9 hrs)
- Please note: Auxiliary 226-day employees who work 40 hours per week will work 10 hours per day during summer flex time, to be scheduled by department directors.

Lunch breaks will be 30 minutes in duration and are included in the work day hours.

Campuses may close their doors for 30 minutes each day in order to enable their employees to eat lunch as long as hours of service are posted for visitors to see.

Paraprofessional employees **will not** clock in/out for lunch or record lunch times on their timesheets.

Regular hours will resume on July 31, 2023.

PLEASE REMEMBER--Process for Recording Days of Leave during Summer Hours

Professional Employees: Leave taken by professional employees during the summer flex period will need to be entered in Time Off as 1.25 days for a full-day absence and .625 for a half-day absence.

Paraprofessional and hourly employees: Full days of leave taken by paraprofessional and hourly employees during the summer flex period will need to be entered in Time Off/True Time/on time sheets as 9.5 hours for Monday, Tuesday, or Wednesday, and 9 hours for Thursday. Half days should be entered as 4.75 hours for Monday, Tuesday, or Wednesday, and 4.5 hours for Thursday.