

MOUNT HOLYOKE.

TO: Academic Chairs and Administrative Department Heads

FROM: Lauren Turner, Director Human Resources

DATE: May 18, 2010

SUBJECT: **Summer Office Hours - Please Post**

Beginning Tuesday, June 1, 2010, through Friday, August 27, 2010, summer hours will be in effect for Mount Holyoke College offices.

The core office hours will be 8:30 a.m. to 4:00 p.m., Monday through Friday, and all offices must be fully staffed during these hours. Full-time employees will continue to work 7.5 hours/day; therefore, individuals may choose to start work at 7:30 a.m., 8:00 a.m., or 8:30 a.m. and work through 4:00 p.m., 4:30 p.m., or 5:00 p.m. depending on whether they choose a 30 or 60 minute lunch break.

If any employees in your department are interested in exploring further flexibility than is reflected in the standard summer hours, you should work with them individually to determine if an alternative schedule for the summer would be possible, equitable, and operationally efficient.

You may want to include these summer hours on any publications or communications that are sent by your department to the campus community or to outside constituents.