



Elizabethtown College

Human Resources

To: All employees
From: Nancy E. Florey, Associate Vice President for Human Resources
Date: March 7, 2011
Subject: 2011 Summer Hours / Vacation Carryover

Summer Hours

Summer hours will begin as of Monday, May 23, through August 19, 2011. Nine-month employees' last day will be May 20, unless it is requested by the employee's supervisor to work additional time.

Administrative office hours will be as follows:

Monday through Thursday	8:00 a.m. to 4:30 p.m., ½ hour lunch
Friday	8:00 a.m. to 2:00 p.m., ½ hour lunch

It is understood that some offices, because of the nature of the work, will need to work the usual hours. It is also understood that in no situation are hours shortened. They are simply rearranged to allow for an earlier weekend beginning on Friday.

The College will resume its normal working hours with the start of the new academic year beginning August 22, 2011. Nine and ten-month employees who normally do not work over the summer will be expected to return to work on August 22. Depending upon the department, some employees may need to return earlier.

Vacation Carryover

Employees are reminded of the College's policy on vacation carryover. The maximum number of carryover is **five** vacation days. The request to carry over these days must be submitted in writing to your supervisor for approval. Approved requests should then be sent to Human Resources no later than June 17, 2011.
