

Summer and Remote Work Information Guide

Summer Fridays - College Closures

Please note the Fridays when the College will be closed.

- Friday, May 22
- Friday, June 5
- Friday, June 12
- Friday, June 26
- Friday, July 10
- Friday, July 17
- Friday, July 24
- Friday, July 31
- Friday, August 7
- Friday, August 14
- Friday, August 21

Holidays

Note: During the summer weeks when there is a holiday, a regular work week schedule is followed.

- Monday, May 25 - Memorial Day (no summer Friday this week; the College is open on Friday, May 29)
- Friday, June 19 - Juneteenth
- Friday, July 3 - Independence Day Observed

Shorter Hours (30-hour workweek) (Eligible Bargaining Employees Only)

Monday, May 18, through Friday, August 21 (Note: Eligibility for full-time bargaining staff begins on July 1 following completion of five consecutive years of full-time service.)

Compressed Work Schedule

During the summer, employees (bargaining and non-bargaining) have the option of working a compressed work schedule Monday through Thursday to make up Friday work hours. If you are working a compressed work schedule, please do not charge time on Friday.

Alternatively, employees may follow their respective six (6) or seven (7)-hour day and charge time on the Summer Fridays.

Remote Work

Wednesday, May 20, 2026 - Remote Work Program ends (5/20 is the last day for Remote Work)

Monday, August 24, 2026 - Regular work schedules resume and Remote Work Program begins.

Reminders:

1. Please remember to complete the [proposed summer work schedule \(.pdf\)](#). (It must be approved by your supervisor.)
2. At least 30 minutes **must be** taken for a meal break each day.
3. **Full-time Classroom Assistants, Non-Classroom Faculty, and Staff Eligible for Shorter Hours** must work 30 hours over a four-day workweek; one workday equals 7 hours and 30 minutes
4. **Non-Bargaining including Auxiliary Employees and Full-time Bargaining Staff not eligible for shorter hours** must work 35 hours over a four-day workweek; one workday equals 8 hours and 45 minutes
5. Full-time Staff **eligible for shorter hours working 6-hour days** during summer Friday weeks must charge **.86 days on summer Fridays**.
6. Full-time Employees **working their regular 6-hour or 7-hour days** during summer Friday weeks must charge **one day on summer Fridays**. You may use available vacation, optional, or free day banks on summer Fridays.

Charging Absences During Compressed Work Schedule Weeks

Full-time Classroom Assistants and Non-Classroom Faculty

Hours not made up:	Charge:	Hours not made up:	Charge:
½ hour	.08	5.5 hours	.92
45 minutes	.13	5 hours and 45 minutes	.96
1 hour	.17	6 hours	1.00
1.5 hours	.25	6.5 hours	1.08
1 hour & 45 minutes	.29	6 hours & 45 minutes	1.13
2 hours	.33	7 hours	1.17
2.5 hours	.42	7.5 hours (one day in a compressed work week)	1.25*
2 hours & 45 minutes	.46	7 hours & 45 minutes	1.30
3 hours	.50	8 hours	1.33
3.5 hours	.58	8.5 hours	1.42
3 hours and 45 minutes	.63	8 hours & 45 minutes	1.46
4 hours	.67	9 hours	1.5
4.5 hours	.75	9.5 hours	1.58
4 hours & 45 minutes	.79	9 hours & 45 minutes	1.63
5 hours	.83	10 hours	1.67

Full-time Staff - Eligible for Shorter Hours

Hours not made up:	Charge:	Hours not made up:	Charge:
½ hour	.07	5.5 hours	.79
45 minutes	.11	5 hours and 45 minutes	.82
1 hour	.14	6 hours	.86
1.5 hours	.21	6.5 hours	.93
1 hour & 45 minutes	.25	6 hours & 45 minutes	.96
2 hours	.29	7 hours	1
2.5 hours	.36	7.5 hours (one day in a compressed work week)	1.07*
2 hours & 45 minutes	.39	7 hours & 45 minutes	1.11
3 hours	.43	8 hours	1.14
3.5 hours	.50	8.5 hours	1.21
3 hours and 45 minutes	.54	8 hours & 45 minutes	1.25
4 hours	.57	9 hours	1.29
4.5 hours	.64	9.5 hours	1.36
4 hours & 45 minutes	.68	9 hours & 45 minutes	1.39
5 hours	.71	10 hours	1.43

Full-time Employees Not Eligible for Shorter Hours

Hours not made up:	Charge:	Hours not made up:	Charge:
½ hour	.07	5.5 hours	.79
45 minutes	.11	5 hours and 45 minutes	.82
1 hour	.14	6 hours	.86
1.5 hours	.21	6.5 hours	.93
1 hour & 45 minutes	.25	6 hours & 45 minutes	.96
2 hours	.29	7 hours	1
2.5 hours	.36	7.5 hours	1.07
2 hours & 45 minutes	.39	7 hours & 45 minutes	1.11
3 hours	.43	8 hours	1.14
3.5 hours	.50	8.5 hours	1.21
3 hours and 45 minutes	.54	8 hours & 45 minutes (one day in a compressed work week)	1.25*
4 hours	.57	9 hours	1.29
4.5 hours	.64	9.5 hours	1.36
4 hours & 45 minutes	.68	9 hours & 45 minutes	1.39

5 hours	.71	10 hours	1.43
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