

Office of Human Resources
Work Schedule Make-Up
Form 2023-2024 Winter/Spring

The college will be closed three (3) weekdays between the Christmas and New Year's holidays (December 26, 27, and 28) schedules with their supervisor(s), full-time employees have the option to either:

A. Make up the three (3) days by working additional hours during the winter recess, spring semester, and/or spring recess that equal the required make-up hours. (See examples below).

30 HOUR EMPLOYEES (classroom assistants, non-classroom faculty, and bargaining staff eligible for shorter hours)
Classroom assistants, non-classroom faculty, and bargaining staff eligible for shorter hours should make up 18 hours , during the winter recess and/or spring recess period. For example, if: <ul style="list-style-type: none">▪ A non-classroom faculty, classroom assistant, or bargaining staff employee eligible for shorter hours, works an additional hour each work day during the specified recess periods listed above until 18 hours are completed.

35 HOUR EMPLOYEES (Staff who are <u>not</u> eligible for shorter hours)
35 hour per week employees should make up 21 hours during the winter session, the beginning of the spring semester, and/or spring recess period. For example, if: <ul style="list-style-type: none">▪ A staff employee works an additional hour each work day during the specified recess periods listed above until 21 hours are completed.

B. Charge a combination of available vacation, optional, and/or free day time banks one (1) day (.86 for employees eligible for shorter hours) on the corresponding college designated closing (December 26, 27, and 28) on the December 2023 leave report and work additional hours during the winter recess, spring semester, and/or spring recess that equal the total make-up hours required.

Part-time employees will be allowed to make up their scheduled work hours for December 26, 27, and 28 during the winter recess period. After speaking with their supervisor, employee make up hours should be scheduled in alignment with their department's business needs.

Employee Work Schedule Make-Up Form 2023-2024 Winter/Spring

Employee Name:	
Department:	
Supervisor Name:	

Please select one of the following options, A, B, or C:

A I am an employee working **35 hours per week** and I am choosing to work the following schedule during the Winter recess/Spring semester periods (1/2/24 – 1/24/24) and Spring recess (3/25/24 - 3/31/24) periods, until I have made up 21 hours due to the college being closed December 26, 27, and 28, 2023:

Winter Recess/Spring Semester Schedule		Spring Recess Schedule	
<u>With 1 hour for lunch</u>	<u>With 30 minutes for lunch</u>	<u>With 1 hour for lunch</u>	<u>With 30 minutes for lunch</u>
<input type="checkbox"/> 8:00 a. m. to 5:00 p.m.	<input type="checkbox"/> 8:00 a.m. to 4:30 p.m.	<input type="checkbox"/> 8:00 a. m. to 5:00 p.m.	<input type="checkbox"/> 8:00 a.m. to 4:30 p.m.
<input type="checkbox"/> 8:30 a.m. to 5:30 p.m.	<input type="checkbox"/> 8:30 a.m. to 5:00 p.m.	<input type="checkbox"/> 8:30 a.m. to 5:30 p.m.	<input type="checkbox"/> 8:30 a.m. to 5:00 p.m.
<input type="checkbox"/> 9:00 a.m. to 6:00 p.m.	<input type="checkbox"/> 9:00 a.m. to 5:30 p.m.	<input type="checkbox"/> 9:00 a.m. to 6:00 p.m.	<input type="checkbox"/> 9:00 a.m. to 5:30 p.m.
<input type="checkbox"/> Other hours _____ (after consultation with supervisor)		<input type="checkbox"/> Other hours _____ (after consultation with supervisor)	

B I am a full time non-classroom faculty, classroom assistant, or staff employee eligible to work a **30 hour work week** and I choose to work the following schedule during the winter recess/spring semester periods (1/2/24 – 1/24/24) and spring recess (3/25/24 - 3/31/24) periods until I have made up 18 hours due to the college being closed December 26, 27, and 28, 2023:

Winter Recess/Spring Semester Schedule		Spring Recess Schedule	
<u>With 1 hour for lunch</u>	<u>With 30 minutes for lunch</u>	<u>With 1 hour for lunch</u>	<u>With 30 minutes for lunch</u>
<input type="checkbox"/> 8:00 a. m. to 4:00 p.m.	<input type="checkbox"/> 8:00 a.m. to 3:30 p.m.	<input type="checkbox"/> 8:00 a. m. to 4:00 p.m.	<input type="checkbox"/> 8:00 a.m. to 3:30 p.m.
<input type="checkbox"/> 8:30 a.m. to 4:30 p.m.	<input type="checkbox"/> 8:30 a.m. to 4:00 p.m.	<input type="checkbox"/> 8:30 a.m. to 4:30 p.m.	<input type="checkbox"/> 8:30 a.m. to 4:00 p.m.
<input type="checkbox"/> 9:00 a.m. to 5:00 p.m.	<input type="checkbox"/> 9:00 a.m. to 4:30 p.m.	<input type="checkbox"/> 9:00 a.m. to 5:00 p.m.	<input type="checkbox"/> 9:00 a.m. to 4:30 p.m.
<input type="checkbox"/> Other hours _____ (after consultation with supervisor)		<input type="checkbox"/> Other hours _____ (after consultation with supervisor)	

C I am opting to keep my regular schedule during the winter and spring semester and spring recess periods and I will charge, on my December 2023 leave report, my vacation, optional and/or free day time bank(s) a total of 3 days. For instructions see the [2023 -2024 Winter Leave Reporting Deduction Information](#).

All forms must be approved and on file with your supervisor by December 15, 2023. RETAIN ALL FORMS FOR YOUR RECORDS; HR WILL NOT BE COLLECTING THESE FORMS GOING FORWARD.

After making your selection, please print, sign and forward this form to your supervisor. In an effort to support sustainability, your supervisor will sign, scan and send a copy to you

Employee Signature: _____ Date: _____

Supervisor's Approval: _____ Date: _____

The Supervisor is responsible for ensuring that employees who agree to make up time meet the total hour obligation. If an employee fails to make-up or charge the required number of hours, the supervisor must contact the HR office after Spring Break so an appropriate adjustment may be made to leave bank(s).