

Commencement occurs **May 22-23, 2025**

Convocation occurs **Monday, August 18, 2025**

**The college will be closed:**

Friday, May 23, 2025	(Summer Friday)
Monday, May 26, 2025*	(Memorial Day, college open Friday, May 30)
Friday, June 6, 2025	(Summer Friday)
Friday, June 13, 2025	(Summer Friday)
Thursday, June 19, 2025*	(Juneteenth Observed, college open Friday, June 20)
Friday, June 27, 2025	(Summer Friday)
Friday, July 4, 2025*	(Independence Day)
Friday, July 11, 2025	(Summer Friday)
Friday, July 18, 2025	(Summer Friday)
Friday, July 25, 2025	(Summer Friday)
Friday, August 1, 2025	(Summer Friday)
Friday, August 8, 2025	(Summer Friday)
Friday, August 15, 2025	(Summer Friday)

**\*Holiday Closings:**

During the \*Holiday weeks noted above employees do not work a compressed schedule because during that week the college will be closed on a separate day to observe the holiday. The college will be open on those Fridays. All employees will work their regular 6- or 7-hour work day, (depending if they are eligible for shorter hours).

**Work Hour/Schedule Adjustments:**

- Full-time employees eligible for shorter hours (30-hour work week) will begin their shorter hour schedule effective Monday, May 19, 2025. Shorter hours end on Sunday, August 17, 2025.
- The closed Summer Fridays listed above can either be charged to time banks or made up by working a compressed work schedule as outlined below in Options A&B.

**Convocation: All employees return to their regular work schedules and hours.**

**OPTION A – Working Regular Work Days - Charging Time Banks**

Employees that choose to work their regular 6- or 7-hour work day, Monday – Thursday, will charge their available time banks (vacation, optional, and/or free days) one (1) day (.86 for employees eligible for shorter hours) on each of the College designated Friday closings, a total of ten (10) Fridays.

**OPTION B – Compressed Work Schedule** *(Please note, a meal break of at least ½ hour must be provided)*

Employees that choose to work a compressed summer schedule (Monday – Thursday), can work one of the following schedules or a variation as approved by their supervisor:

<p><b><u>Compressed Summer Schedule Example</u></b>  <b>30 Hour Employees</b>  <b>(classroom assistant, non-classroom faculty and bargaining staff eligible for shorter hours)</b></p> <p>Employees will work 30 hours per week over the course of four (4) days per week. As such, the value of a work day is equal to 7 hours and 30 minutes (7:30).</p>	<p><b><u>Compressed Summer Schedule Example</u></b>  <b>35 Hour Employees</b>  <b>(staff not eligible for shorter hours)</b></p> <p>Employees will work 35 hours per week over the course of four (4) days per week. As such, the value of a work day is equal to 8 hours and 45 minutes (8:45).</p>
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# How to Charge Your Time Banks for Absences During Your Compressed Summer Work Schedule:

Employees working a compressed summer schedule should charge their time banks for their absences from Monday – Thursday as follows:

## Time Bank Deduction Schedule

### Classroom assistant, non-classroom faculty:

The value of a work day changes from 6 hours (Mon-Fri) to 7 hours and 30 minutes (Mon-Thurs).

Therefore, based on the value of their work day, classroom assistants, non-classroom faculty will charge the hours that they are absent from work, Monday – Thursday only, as follows:

<u>If an employee is absent:</u>	<u>Employees should charge this amount to their appropriate time banks(s):</u>	<u>If an employee is absent:</u>	<u>Employees should charge this amount to their appropriate time banks(s):</u>
½ an hour	0.08	5 ½ hours	0.92
45 minutes	0.13	5 hrs & 45 min	0.96
1 hour	0.17	6 hours	1.00
1 ½ hour	0.25	6 ½ hours	1.08
1 hr & 45 min	0.29	6 hrs & 45 min	1.13
2 hours	0.33	7 hours	1.17
2 ½ hours	0.42	<b>7 ½ hours</b>	<b>1.25*</b>
2 hrs & 45 min	0.46	7 hrs & 45 min	1.30
3 hours	0.50	8 hours	1.33
3 ½ hours	0.58	8 ½ hours	1.42
3 hrs & 45 min	0.63	8 hrs & 45 min	1.46
4 hours	0.67	9 hours	1.50
4 ½ hours	0.75	9 ½ hours	1.58
4 hrs & 45 min	0.79	9 hrs & 45 min	1.63
5 hours	0.83	10 hours	1.67

\* Equivalent to one (1) compressed summer schedule work day for classroom assistants/non-classroom faculty.

<u>If an employee is absent:</u>	<u>Employees should charge this amount to their appropriate time banks(s):</u>	<u>If an employee is absent:</u>	<u>Employees should charge this amount to their appropriate time banks(s):</u>
½ an hour	0.07	5 ½ hours	0.79
45 minutes	0.11	5 hrs & 45 min	0.82
1 hour	0.14	6 hours	0.86
1 ½ hour	0.21	6 ½ hours	0.93
1 hr & 45 min	0.25	6 hrs & 45 min	0.96
2 hours	0.29	7 hours	1.00
2 ½ hours	0.36	<b>7 ½ hours</b>	<b>1.07*</b>
2 hrs & 45 min	0.39	7 hrs & 45 min	1.11
3 hours	0.43	8 hours	1.14
3 ½ hours	0.50	8 ½ hours	1.21
3 hrs & 45 min	0.54	<b>8 hrs &amp; 45 min</b>	<b>1.25**</b>
4 hours	0.57	9 hours	1.29
4 ½ hours	0.64	9 ½ hours	1.36
4 hrs & 45 min	0.68	9 hrs & 45 min	1.39
5 hours	0.71	10 hours	1.43

## Time Bank Deduction Schedule

### 30-hour Employees (staff eligible for shorter hours):

The value of a work day changes from 6 hours (Mon-Fri) to 7 hours and 30 minutes (Mon-Thurs):

### 35-hour Employees (staff not eligible for shorter hours):

The value of a work day changes from 7 hours (Mon-Fri) to 8 hours and 45 minutes (Mon-Thurs):

Therefore, based on the value of their work day, staff not eligible for shorter hours and all other employees will charge the hours that they are absent from work, Monday – Thursday only, as follows:

\*Equivalent to (1) compressed summer schedule work day for a 30-hour staff employee  
 \*\* Equivalent to one (1) compressed summer schedule work day for a 35-hour staff employee

Please contact the Office of Human Resources by visiting the [HR Solutions Center](#) with any questions.