

Office of Human Resources

2011 - 2012 Winter Period Schedule Form

Employee Name:	
Department:	
Supervisor Name:	

Please select one of the following options:

A

- I am a staff employee working 35 hours per week and I am choosing to work the following schedule during the winter and/or recess periods until I have made up 14 hours due to the College being closed December 28 and 29, 2011:

With 1 hour for lunch

8:00 a. m. to 5:00 p.m.

8:30 a.m. to 5:30 p.m.

9:00 a.m. to 6:00 p.m.

Other hours _____ (after consultation with supervisor).

With 30 minutes for lunch

8:00 a.m. to 4:30 p.m.

8:30 a.m. to 5:00 p.m.

9:00 a.m. to 5:30 p.m.

B

- I am a staff employee who is eligible to work a 30 hour work week, a non-classroom faculty or, classroom assistant employee and I choose to work the following schedule during the winter and/or spring recess periods until I have made 12 hours due to the College being closed December 28 and 29, 2011:

With 1 hour for lunch

8:00 a. m. to 4:00 p.m.

8:30 a.m. to 4:30 p.m.

9:00 a.m. to 5.00 p.m.

Other hours _____ (after consultation with supervisor).

With 30 minutes for lunch

8:00 a.m. to 3:30 p.m.

8:30 a.m. to 4:00 p.m.

9:00 a.m. to 4:30 p.m.

C

- I am opting to keep my regular schedule during the winter period and I will charge my vacation, optional and/or free day time bank(s) a total of 14 hours if I am a 35 hour employee or, 12 hours if I am a 30 hour employee as found on the: [2012 Winter Period Deduction Schedule](#)

After making your selection, please print this form, sign below and, forward it to your supervisor. Your supervisor will forward all the forms to Human Resources during the week of February 6, 2012.

Employee Signature: _____ Date: _____

Supervisor's Approval: _____ Date: _____