

## **2021 Summer Hours Policy**

In the period between Memorial Day and the beginning of the fall semester, Sarah Lawrence provides staff with the ability to work an adjusted schedule ("summer hours"), to facilitate a half-day on Fridays. Not all positions are eligible to participate in summer hours, and staff should consult with their supervisor about eligibility.

### **Summer Hours**

Summer hours are effective from Monday, June 7 through Friday, August 20, 2021. During summer hours staff in administrative offices may request one of the following schedules subject to the supervisor's approval, in order to ensure adequate coverage:

Monday through Thursday: 8:15 am - 5:00 pm  
Friday: 8:30 am - 12:30 pm (with no lunch hour)

#### ***OR***

Monday through Thursday: 8:30 am - 5:15 pm  
Friday: 8:30 am - 12:30 pm (with no lunch hour)

Non-exempt (hourly) employees who participate in summer hours must reflect their actual hours worked on all timesheets to ensure that they are tracking their time accurately and being paid accordingly.