

2023 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 5 through Friday, August 18.. 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.