

University of St. Thomas Policies

SUMMER HOURS

Policy Number: H.03.06

SCOPE

All employees.

PURPOSE

To establish hours of work during summer..

POLICY/PROCEDURE

The summer schedule begins on the first Monday after spring graduation and ends on the Friday prior to fall registration. During summer, the University will be open from 8:00 a.m. to 5:30 p.m. Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Fridays.

In the event that an office needs to remain open on a Friday afternoon, the supervisor will adjust the affected employees' schedules for that week.

APPROVED: Dr. Robert Ivany

Date of Original Formation: 9/1/2010

Revision Number:

Revision Date:

Effective Date: