

Santa Rosa Junior College

Date: March 24, 2009
 To: All Regular Classified Employees
 Management Team/Department Chairs
 From: Danielle Donica/Linda Jay, Human Resources
 Subject: **Summer Hours for the Period From May 25— July 31, 2009**

Beginning the week of May 25, 2009, the District will implement the 4/10 work week. The work week will be four (4) days per week, Monday through Thursday. The work day will be either from 7:00 a.m. to 5:30 p.m. with a half hour lunch, or to 6:00 p.m. with an hour lunch. This schedule will be in effect until July 31, 2009.

The College's public hours will not be changed. Offices should plan on being open from 8:00 a.m. - 5:00 p.m. Monday through Thursday. The College will be closed from Friday through Sunday. Any requests for exceptions to the normal public hours must be recommended to the employee's immediate supervisor and Component Administrator. If approved, those requests shall be forwarded to the Human Resources Department.

The full text of the Summer Hours Agreement is in Appendix G1 of the SEIU/District contract. The agreement explains how an employee may use vacation time and compensatory time off (CTO), or sick leave, if applicable, to work less than ten hours a day.

- ✓ **Form is required and returned to the Human Resources Department**, if the employee is requesting an alternative work schedule.
- ✓ **No Form is required**, if employee is working within the established summer work hours.

NOTICE OF ABSENCE FORM

Summer 2009 Alternative Work Schedule Request

NAME (print or type): _____ DEPT: _____

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: _____

DAY	START TIME	LUNCH	END TIME	TOTAL HRS. WORKED	TIME USED IF LESS THAN 10 HRS/DAY or 40 HRS/WK
MON	_____	_____	_____	_____	[] CHARGE TO:
TUE	_____	_____	_____	_____	[] <input type="checkbox"/> Sick <input type="checkbox"/> CTO/PTO
WED	_____	_____	_____	_____	[] <input type="checkbox"/> Pers. Nec. <input type="checkbox"/> Unpaid
THU	_____	_____	_____	_____	[] <input type="checkbox"/> Vacation <input type="checkbox"/> Other _____
★ FRI	_____	_____	_____	_____	[] TOTAL HRS/WEEK USED: []

(★ ANY DEPARTMENT REQUESTING TO BE OPEN ON FRIDAYS SHOULD SUBMIT A MEMO TO DIRECTOR OF HUMAN RESOURCES)

EFFECTIVE DATES FROM: MM DD YY TO: MM DD YY TOTAL HOURS USED FOR MAY/JUNE: []

EFFECTIVE DATES FROM: MM DD YY TO: MM DD YY TOTAL HOURS USED FOR JULY: []

EXPLANATION FOR REQUEST (Attach sheet if necessary.): _____

Signatures:

Employee's Signature Date

Immediate Supervisor's Signature Date

Component Administrator Date

APPROVED DENIED

APPROVED DENIED

**FOR QUESTIONS: CONTACT DANIELLE DONICA OR LINDA JAY IN HR
 SUBMIT FORM TO: HUMAN RESOURCES DEPT.**

NO LATER THAN MAY 8, 2009