TO : President, Interim Provost, COO, Vice Presidents, Deans, Directors, Heads of Academic and Administrative Departments

DATE : May 6, 2016

SUBJECT : SUMMER HOURS FOR NON ACADEMIC PERSONNEL

Based on the Collective Agreement with Workers and Staff Syndicate and as determined by the University, Non-Academic Personnel whose work requirements so permit will work 37½ hours per week, over a period of twelve weeks.

Summer hours will begin on MONDAY, JUNE 6, 2016 and will end on SUNDAY, AUGUST 28, 2016. The daily working schedule during the said period will be from 7:30 A.M. to 3:00 P.M. Monday thru Friday.

Departments providing essential services are required to ensure appropriate coverage by means of shift scheduling or by staggering working hours.

Employees and Workers who, because of the nature of their work, are required to work 40 hours per week during the summer will be granted 3½ days compensatory time off before JUNE 30, 2017.

Samar Diab Rouhana
Interim Director of Human Resources