

Santa Rosa Junior College
RESOURCES DEPARTMENT

Date: April 12, 2012

To: All Regular Classified Employees
Management Team/Department Chairs

From: Danielle Donica/Linda Jay, Human Resources

Subject: **Summer Hours for the Period From May 28 — June 30, 2012**

This information is pertaining to the Summer 4/10 Schedule for June 2012 only. Details regarding July 2012 and thereafter will be provided under separate cover with the Paid Time Off #2 information, pending SEIU ratification and Board approval.

Beginning the week of May 28, 2012, the District will implement the Summer 4/10 Schedule. The work week will be four (4) days per week, Monday through Thursday, 10 hours per day. Employees need to work their full weekly FTE hours within this schedule, or reduce their schedule per the information below. This schedule will be in effect until June 30, 2012.

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 office/department requesting 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 G.1 of the 2012/2013 SEIU/District contract. The agreement explains how an employee may use vacation time, compensatory time off (CTO), sick leave (if applicable), etc., to work less than ten hours per day.

If you wish to work an alternative schedule please complete the Summer 2012 Alternative Work Schedule Notice of Absence form on the back of this memo and submit to your supervisor for approval. This form should be submitted to Human Resources by May 4, 2012.

Please report only your reduced hours for the Summer 4/10 Schedule. If you plan on taking additional time off during this period, please submit a separate NOA reporting your actual hours worked per day.

Please note, if you will be working within the established summer work hours and your regular FTE, DO NOT submit this form.

Thank you.

FOR QUESTIONS: CONTACT DANIELLE DONICA x4785 OR LINDA JAY x4817 IN HR

Summer 2012 Alternative Work Schedule

NOTICE OF ABSENCE FORM

SSN (LAST FOUR) _____

NAME: _____

DEPT: _____

REGULAR FTE/HOURS PER DAY: _____

2012 REDUCED SUMMER SCHEDULE:

DAY	START TIME	LUNCH BEGIN/END	END TIME	TOTAL HRS. WORKED	TIME REDUCED IF LESS THAN 10 HRS/DAY or 40 HRS/WK
MON	_____	_____	_____	_____	[_____]
TUE	_____	_____	_____	_____	[_____]
WED	_____	_____	_____	_____	[_____]
THU	_____	_____	_____	_____	[_____]
TOTAL WEEKLY WORK HOURS:				[_____]	

TOTAL HRS/WEEK REDUCED: [_____]

PLEASE DO NOT SUBMIT THIS FORM IF YOU ARE NOT REDUCING YOUR TOTAL FTE/HOURS PER WEEK.

CHARGE TO: Sick (current medical note required) CTO/PTO Personal Necessity
 Unpaid Vacation Other _____

EFFECTIVE DATES FROM: ___MM ___DD ___YY TO: ___MM ___DD ___YY

TOTALS HOURS REDUCED FOR MAY/JUNE: [_____]

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

Approval Signatures:

Employee's Signature _____ Date _____

Immediate Supervisor's Signature _____ Date _____

Component Administrator _____ Date _____