

MEMO
ATLANTIC CAPE COMMUNITY COLLEGE

DATE: April 13, 2010
TO: Atlantic Cape Community
FROM: Human Resources
SUBJECT: 2010 Summer Hours and Planned Summer Vacation

Summer Hours

Summer hours (flex time) begin Tuesday, June 1, 2010. (College is closed Monday, May 31 for Memorial Day holiday)

Support personnel normally working 9 a.m.-4:30 p.m. will work 8 a.m.-4:37 p.m. or 8:30 a.m.-5:07 p.m.

During the four-day work week, support staff work 32.5 hours per week, a 2.5 hour reduction.

Please consult with your supervisor regarding your precise reporting and dismissal times.

Management, counselor and librarian personnel should maintain a 37.5 hour schedule per week during this period.

Leave time taken during summer hours will be charged at hours paid, not hours worked.

A vacation week during summer hours is charged at 35 or 40 hours not 32.5 or 37.5, respectively.

One leave day is charged at 8.75 hours for staff and 10 hours for management/counselors/librarians.

Regular hours resume Monday, August 16.

Planned Summer Vacation

"Planned Summer Vacation" is designed for 12-month employees who, because of work responsibilities, may have difficulty using excess vacation hours before June 30.

If an employee's vacation balance is above the allowed balance, a leave request form must be submitted to the Human Resources office by Wednesday, June 10.

Please mark "PSV" box on the leave request form.

35 Hour/Week Support Staff - 196 hours (28 days)
40 Hour/Week Support Staff - 224 hours (28 days)
ACCCOSAP – 272 hours (34 days)
Deans/Executive Directors – 320 hours (40 days)
Counselors/Librarian - 240 hours (30 days)

Unused excess time will be automatically deducted and you will lose it.

Vacation balance is available on your check stub or you may call Brenda Kuhar at ext. 5604