

**MCAD Summer Hours**  
For Benefits-Eligible Staff Employees

One of the perks of working at MCAD is the flexibility to take time off during the summer. All benefits-eligible staff receive hours based on their active work schedule and are intended for use between the spring and fall academic semesters. This year, summer hours begin on May 12, 2018 and run through August 17, 2018.

**Here's how it works:**

**Full-time**, benefits-eligible staff employees will be given 49 hours credit (7 hours X 7 days) to schedule time off .

If you are a **part-time** benefits eligible employee please see the following schedule to determine your pro-rated amount:

<u>Hours/pay period</u>	<u>Summers Hours</u>
40	28
48	34
56	39
60	42
64	45

You may choose to take this time off as full days or use it to adjust your daily hours.

Please work with your supervisor to ensure that your office is able to provide service during regular hours. Some offices may have coverage requirements that necessitate some modification in the scheduling of summer hours. All offices must be open to provide service between the hours of 8:30 a.m. and 5:00 p.m. - just as they are during the academic year.

Non-exempt employees record these hours as time worked on their timecard. However, these hours are not included as time worked for purposes of overtime calculation.