

MCAD 2019 SUMMER HOURS

For Full Time and Part Time Benefits Eligible Staff Employees

WHAT?: One of the perks of working at MCAD is the flexibility to take time off during the summer. All Full Time and Part Time benefits eligible staff are eligible to receive summer hours based on their active work schedule to use during the summer.

WHEN?: Summer hours are intended for use between the spring and fall academic semesters. This year, summer hours begin on May 18, 2019 and run through August 16, 2019.

WHO?

- **FULL-TIME** (≥ 35 scheduled weekly hours), benefits eligible staff employees will receive 49 hours credit (7 hours X 7 days) to schedule summer hours time off between the designated dates.
- **PART-TIME** (20-34 scheduled weekly hours) benefits eligible staff employees will receive prorated summer hours based on their active work schedule as of May 18th, 2019. Please see the following schedule to determine your pro-rated amount:

PART TIME SCHEDULED HOURS PER WEEK	TOTAL SUMMER HOURS
20	28
24	34
28	39
30	42
32	45

HOW?: You may choose to take this time off as full days or use it to adjust your daily scheduled hours. Work with your supervisor to ensure that, regardless of which approach you take, that your department is able to provide normal service levels during regular service hours. Hourly, non-exempt employees record these hours as time as summer hours on their timecard. If you need assistance with how to code to summer hours, please ask your supervisor and/or contact payroll@mcad.edu. Summer hours are not included as time worked for purposes of overtime calculation.

Some departments may have coverage requirements that necessitate some modification in the scheduling of summer hours. All offices must be open to provide the same service during normal office hours as they would during the academic year.