

**From:** [Human Resources Notices](#) on behalf of [Human Resources](#)  
**To:** [HR\\_NOTICES@LISTSERV.ALBANY.EDU](mailto:HR_NOTICES@LISTSERV.ALBANY.EDU)  
**Subject:** Summer Hours  
**Date:** Thursday, April 28, 2022 4:28:26 PM

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OFFICE OF HUMAN  
RESOURCES MANAGEMENT

TO: Vice Presidents, Deans, Directors, and Department Chairs

Each year we implement “summer hours” to allow our valued employees the opportunity to take advantage of the warmer summer weather. We also want to stress the importance of self-care and encourage scheduling vacation this summer to “unplug” from the demands of work to unwind and rejuvenate.

The change to core business hours for campus offices will be in effect **Monday, May 16, 2022, through Friday, August 12, 2022**. The normal workday will begin at 8:00 a.m. and end at 4:00 p.m., with one-half hour for lunch for all employees except those on a shift schedule. Employees who desire an hour for lunch may request that their supervisor extend this workday by a half hour. These hours, 8:00 a.m. to 4:00 p.m., establish the core times that campus offices are to be fully operational. “Fully operational” means that sufficient employees are available to meet normal office demands.

Given the varied responsibilities of offices around the campus, it is permissible for offices to remain “fully operational” from 8:30 a.m. to 5:00 p.m., for all or part of the summer, if their business operations warrant it and their vice president approves.

All offices should clearly communicate summer hours on their websites, in voice mail messages, and on posted signs.

The SUNY Telecommuting Program remains in effect through June 30, 2022 but it is anticipated that it will be extended. There will be a future communication at that time.

If you have any questions about work schedule changes, please direct them to Katherine Pearse at 437-4700 or [timerecords@albany.edu](mailto:timerecords@albany.edu).

Regards,

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