



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 weather and lighter overall campus activity. Again this year, given what we have all experienced, it’s especially important to do so.

Although most offices are currently functioning primarily in a remote fashion due to the pandemic, we are still implementing a change to core business hours for campus offices over the summer. Summer hours will commence on Monday, May 17, 2021 and end on Friday, August 13, 2021.

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. if their business obligations 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.

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

Regards,

Denise L. Szelest

Sr. Director of Human Resources

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