**SUMMER 2014 - DISTRICT OPERATING SCHEDULE**

The District will observe an alternative 4/10 weekly work schedule during the summer 2014. The alternative summer work schedule is mandatory and will be in effect from June 2, 2014 through August 8, 2014.

The District's posted summer operating hours will be 8:00 a.m. to 5:00 p.m. Monday through Thursday and CLOSED on Friday (except for the Child Development Education Center, San Gorgonio Pass Service Center and Temecula Education Complex).

Each area vice president will determine and set the specific starting and ending times for their classified staff as needed to support each program in their respective areas. Please note, employees cannot begin work prior to 7:00 am.

While the 4/10 work schedule is a mandatory change to employees' normal work week schedules, there may be some limited exceptions. Exceptions will be evaluated based on critical needs of the district or department and must be approved in advance by the Superintendent/President.

Please note the following information regarding the 4/10 summer 2014 operating schedule:

- The first week of 4/10’s will commence on Monday, June 2, 2014.
- The College will be closed every Friday beginning Friday, June 6, 2014 through Friday, August 8, 2014.
- Full-time employees, this means 10 hour work days Monday through Thursday, with no work on Fridays.
- Part-time employees whose regular work schedule includes working on Friday, this means their weekly work schedule must be changed, so that all hours are worked Monday through Thursday, with no work on Fridays.
- The last week of the summer 4/10 work schedule will be the week of August 4, 2014 through August 8, 2014.
- Full and Part-time employees will return to their regular weekly work schedules (i.e., 8/5, 4/9/4, etc.) the week of Monday August 11, 2014.
- Full-time permanent employees who anticipate scheduling concerns and cannot work a 10-hour work day may use their available accrued vacation leave, comp time, or personal necessity leave. (i.e., Instead of working a 10 hour work day can only work a 9 hour work day would then charge 1 hour to their available leave.)
- Part-time employees whose summer work schedule presents a hardship may also use their available accrued leave.
- All requests for use of paid or unpaid leave must be approved by the appropriate supervisor and submitted to Human Resources on an Absence Request and Reporting Form.
- The July 4th holiday will be observed on Thursday, July 3, 2014. The work week schedule for everyone on June 30 – July 4, 2014 will not change. We will still work a 4/10 schedule (i.e., Monday, Tuesday, Wednesday are 10 hour work days, Thursday is 10 hours of holiday pay, and no work on Friday.)
- Any absences during the 4/10 summer work schedule must be charged applicable. Full-time - i.e., a “sick day” Monday through Thursday = 10 hrs; “vacation day” Monday through Thursday = 10 hrs; “comp day” = 10 hrs. Part-time employees must also make appropriate leave deductions based on their individual summer work schedules.

**IMPORTANT NOTE:** Supervisors are expected to evaluate their program/department needs and determine each employee's daily work schedules. No daily work schedule may exceed 10 hours per day.

**REQUEST:** Supervisors, please print and route this information to all employees in your department that do not have daily access to campus email.

If you have any questions please feel free to contact Cindy Rogers at 951-487-3161.