

All administrative offices will open at 8:30 a.m. and close at 4:30 p.m. each weekday, Monday through Friday. Each member of the office staff has a one-hour lunch period.

The following days are holidays and the offices will be closed, except those offices which must be staffed on any of these days to carry on essential business of the college: Friday, July 3; Thanksgiving and the Friday following Thanksgiving; Thursday, December 24 and Friday, December 25; Thursday, December 31 and Friday, January 1, 2016; and Memorial Day in 2016.

In addition, the College will be closed from December 28 through December 30. Consequently, December 28, 29, and 30 are scheduled closing days that will apply to most departments. Employees will not lose pay or vacation time as a result of these additional days of closing. Part-time and full-time hourly employees who would normally work on those days will still be paid for the time in question. Certain employees providing essential services will be asked to work during this time. Employees who have to work during the period when the college is closed will receive compensatory time off by arrangement with their supervisors. Employees working under collective-bargaining agreements will work as specified under the terms of their contracts.

LABOR DAY is not a scheduled holiday. Instead, all benefit eligible employees required to work their regular schedule on Labor Day will receive an equivalent day off with pay during the remaining period of the academic year. Benefit eligible employees may also take their birthday as a paid floating holiday (i.e. employees may take their actual birthday or another day during the academic year.) The day off shall be taken at a time when such absence will not unreasonably impair the functions of the office and must be approved by the individual's supervisor.

The College offers flexible work schedules and optional summer hours for employees. Please see the Administration and Staff Handbook for details of these policies.

College offices will not be open on a regular basis on Saturday mornings during the academic year. It may be necessary, however, for certain offices to be in operation on Saturdays at special occasions and to require the services of office support personnel. When occasional Saturday work is required, it is intended, when possible, to adjust work schedules so that employees can take an equivalent number of hours off prior to the scheduled additional Saturday hours. Please note that this must be done in the same work week and is subject to all sick, personal, family and vacation time policies.

Because of premium pay, it is very important that members of the staff not be asked to work on Sundays or holidays, except in circumstances in which important interests of the College require such work. Staff members may work on such Sundays or holidays and be paid at the premium pay rate only if such work is approved in advance by the employee's Division Head. Such advance approval should be forwarded to the Human Resources Office.

The 2015-16 Employee Appreciation and Discount days at the Bookstore will be Friday, July 31 and Monday, November 23. Employees who present their Kenyon ID will receive a 30% discount on purchases, Friday, July 31, 2015 and Monday, November 23, 2015 ONLY.