

## **SCHEDULE FOR THE COLLEGE OFFICES FOR THE ACADEMIC YEAR 2017-18**

All College 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: Tuesday, July 4; Thanksgiving and the Friday following Thanksgiving; Friday, December 22 and Monday, December 25; Friday, December 29 and Monday, January 1, 2018; and Memorial Day in 2018.

In addition, the College will be closed from December 26 through December 28. Consequently, December 26, 27 and 28 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 required to work on a scheduled closing day will receive an equivalent day off with pay during the remaining period of the academic year. 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 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 non-exempt staff 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 non-exempt staff not be asked to work on Sundays or holidays, except in circumstances in which important interests of the College require such work. Non-exempt 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 2017-18 Employee Appreciation and Discount day at the Bookstore will be 2 days, Friday, July 28 and Monday, November 20. Employees who present their Kenyon ID will receive a 30% discount on purchases, Friday, July 28, 2017 and Monday, November 20, 2017 ONLY.