



**SUMMER AND HOLIDAY SCHEDULE FOR ADMINISTRATION & STAFF
2020-2021 SCHOOL YEAR**

Administrative and support staff members are encouraged to use a majority of available Paid Time Off (PTO) during the summer when school is not in session. Faculty in-service days, evaluation days, and conference days are regular workdays for administrative and support staff members, and PTO must be used for absences on these days. Days off (beyond those allotted) during recesses also require the use of PTO.

Summer Hours: Summer hours will begin on Monday, June 15, 2020 and end on Monday, August 17, 2020. The workday will be 7 hours from 9:00 AM to 4:00 PM, Monday through Thursday, and 3 hours from 9:00 AM – 12:00 PM on Fridays.

ALTERNATE Hours: With supervisor approval, and subject to the coverage needs of each department, employees may adjust their schedules to work 8:30 AM to 4:00 PM Monday through Thursday, and take Friday off.

PLEASE NOTE: The intent of this policy is to provide flexibility and convenience to our employees, not to augment an employee’s earned PTO time. Therefore, an employee will not be eligible to work the adjusted schedule in any week during which he or she uses PTO days – i.e. when an employee is out on PTO between Monday and Thursday, he or she must use a PTO day to take Friday off as well. This option is only applicable for Fridays off except in departments where we must have coverage every day. In this case, the employee who works on Friday may take a different day off.

Winter Recess: Winter recess extends from the end of the business day on Friday, December 18, 2020 through Friday, January 1, 2021. During this period, employees must work 3 days* from 9:00 AM to 3:00 PM. The specific days to be worked shall be based on each department’s needs and established with the employee’s supervisor.

Spring Recess: Spring recess extends from the end of the business day on Friday, March 19, 2021 through Friday, April 2, 2021. During this period, employees must work 5 days from 9:00 AM to 3:00 PM. The specific days to be worked shall be based on each department’s needs and established with the employee’s supervisor.

Holidays: There will be 11 paid holidays in 2020-2021:

- Independence Day Friday, July 03, 2020**
- Labor Day Monday, September 7, 2020**
- Yom Kippur..... Monday, September 28, 2020**
- Thanksgiving Day (3 days)..... Wednesday, November 25, 2020**
- Thursday, November 26, 2020**
- Friday, November 27, 2020**
- Christmas Day* Friday, December 25, 2020**
- New Year’s Day* Friday, January 1, 2021**
- Dr. Martin Luther King, Jr. Birthday Monday, January 18, 2021**
- Presidents’ Day Monday, February 15, 2021**
- Memorial Day Monday, May 31, 2021**

**Only 3 workdays are required during winter recess (as opposed to 5 workdays in the spring) due to the 2 holidays above that fall during the break. When these holidays fall on a weekend, the days off will be scheduled according to the guidelines above for winter recess and will not necessarily fall on the official observance date for each holiday.*

Please see the 2020-2021 Academic Calendar for additional information.