



COLORADO COLLEGE
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BUSINESS OFFICE MEMORANDUM

TO: All Colorado College Personnel

FROM: Thomas G. Nycum
Vice President for Business and Finance

SUBJECT: Commencement, Memorial Day, Summer Hours, Independence Day, and Academic Staff Schedule

DATE: October 16, 2007

Winter Break 2007

The College will close at the end of business on Thursday, December 20, 2007 for winter break and all departments will reopen at the start of business on Friday, January 4, 2008. Employees who do not return to work on January 4 must arrange vacation time off with their supervisors.

Commencement 2008

All administrative offices will be closed on Monday, May 19, 2007 from 8:30am to 1:00pm for Commencement. Employees are encouraged to attend the ceremony and the President's reception in the Armstrong quadrangle.

Academic Non-exempt Staff Schedule Summer 2008

Nine-month academic non-exempt staff will begin their summer break on Wednesday, May 21, 2008 and will return to work on Monday, August 18, 2008 unless the department chair determines other arrangements.

Summer Hours 2008

Beginning Wednesday, May 21, 2008 and ending Friday August 15, 2008 the College will change to summer hours. This means that the workweek for non-exempt staff scheduled 1890 hours per year is reduced to 32.5 hours.

The College's official hours of operation will be 8:30am to 5:00pm. Depending on the needs of the program, department heads may work with staff to determine alternative or flexible work schedules. Non-exempt staff employees will not be asked to work more than their normally scheduled number of hours per year, but they may be asked to work these hours in a more flexible schedule.

For small offices with minimal staffing, phone coverage for the full day should be arranged. For academic departments that have non-exempt staff during the summer, hours should be scheduled to accommodate departmental operations.

Human Resources

To minimize scheduling uncertainty amongst employees, department chairs/supervisors are requested to confer with the Human Resources Office if/when individual departments wish to deviate from any College-wide summer schedule.

Memorial Day 2008

All College offices will be closed on Monday, May 26, 2008 in observance of Memorial Day.

Independence Day 2008

The Independence Day holiday will be celebrated on Friday, July 4, 2008. All departments that directly support Summer Programs will be open. Departments that do not directly support Summer Programs will be closed. Non-exempt staff who work July 4 will be given an alternate day off for the holiday that week.