

# Official Holidays and Summer Working Hours 2011-2012 Western Kentucky University

## Official Holidays

- **Independence Day-** Monday, July 4, 2011
- **Labor Day-** Monday, September 5, 2011
- **Thanksgiving Break** (3 days)- Wednesday, November 23 – Friday, November 25, 2011
- **Winter Holiday Break** (9 days)- Monday, December 19 – Thursday, December 29, 2011
- **New Year's Day-** (observed) Friday, December 30, 2011
- **Martin Luther King, Jr. Day-** Monday, January 16, 2012
- **Memorial Day-** Monday, May 28, 2012

## Summer Working and Business Hours

The University will adjust core working and business hours to 35 hours/week for the period **Monday, May 16, 2011 – Friday, August 12, 2011**. For day shift employees, standard working hours will be 7:30am – 3:00pm with a 30 minute unpaid lunch period. During the summer work schedule, full-time employees will continue to receive pay for the standard workweek of 37.5 hours. Part-time employees are to be paid for *time actually worked* during this period.

Given the unique needs of some departments/units, operating hours could periodically differ from the standard 7:30am – 3:00pm core schedule. Employees who have personal challenges with the summer work schedule should discuss any concerns and accommodation requests with their respective department head.

## **Note Concerning the Reporting of Vacation and Medical (Sick) Leave During Summer Hours:**

Since full-time employees continue to receive pay for 7.5 hours per day during the summer schedule, any vacation or medical leave taken during this time should be reported according to the following formula: **7.5 hours/day MINUS hours actually worked (if any) EQUALS the hours to be reported as vacation/medical leave**. When a full workday is missed, 7.5 hours should be charged to vacation/medical leave as appropriate.

Information Provided by  
Department of Human Resources  
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