

St Cloud State University Summer Hours Work Schedule

Full Name: _____ Department: _____

Summer hours can go into effect after Spring commencement and regular hours should resume the week prior to convocation, at the latest. Please indicate on each day the number of hours you are working and/or indicate the shift that you are working. To ensure fair and adequate coverage of your unit, this change may not always be for the entire summer. For example, it may work best for one person to change a schedule for a number of weeks then return to a regular work week while another employee changes their schedule for a number of weeks.

Summer Schedule Start Date (must be a Wednesday): _____

First week of pay period

Wed	Thurs	Fri	Sat	Sun	Mon	Tues

Second week of pay period

Wed	Thurs	Fri	Sat	Sun	Mon	Tues

- Four – 10 hour days with one day off each week
- Four – 9 hour days with one 4 hour day each week
- Other _____

Regular Schedule Resume Date (must be a Wednesday): _____

First week of pay period*

Wed	Thurs	Fri	Sat	Sun	Mon	Tues

Second week of pay period*

Wed	Thurs	Fri	Sat	Sun	Mon	Tues

**Complete if something other than 8 hours/ M-F*

Employee Signature: _____ Date: _____

Supervisor Approval: _____ Date: _____

Submit to Human Resources to Update Schedule

Received by HR Date Entered: _____