



Summer Hours 2023

MAY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
Summer Hours Begin	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	4 hrs Close at Noon	
14	15	16	17	18	19	20
	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	4 hrs Close at Noon	
21	22	23	24	25	26	27
	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	4 hrs Close at Noon	
28	29	30	31			
HOLIDAY (8 hrs)	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30				

JUNE 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
			9.5 hrs* 8:00 - 6:00	9.5 hrs* 8:00 - 6:00	4 hrs Close at Noon	
4	5	6	7	8	9	10
	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	4 hrs Close at Noon	
11	12	13	14	15	16	17
	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	4 hrs Close at Noon	
18	19	20	21	22	23	24
	HOLIDAY (8 hrs)	9.5 hrs* 8:00 - 6:00	9.5 hrs* 8:00 - 6:00	9 hrs 8:00 - 5:30	4 hrs Close at Noon	
25	26	27	28	29	30	
	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	4 hrs Close at Noon	

* Additional half-hour required for 2 days to make up for the missing hour due to holiday pay

JULY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					4 hrs Close at Noon	1
2	3	4	5	6	7	8
9.5 hrs* 8:00 - 6:00	HOLIDAY (8 hrs)	9.5 hrs* 8:00 - 6:00	9 hrs 8:00 - 5:30	4 hrs Close at Noon		
9	10	11	12	13	14	15
9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	4 hrs Close at Noon		
16	17	18	19	20	21	22
9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	4 hrs Close at Noon		
23	24	25	26	27	28	29
9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	4 hrs Close at Noon		
30	31	* Additional half-hour required for 2 days to make up for the missing hour due to holiday pay				
9 hrs 8:00 - 5:30						

AUGUST 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	4 hrs Close at Noon	
6	7	8	9	10	11	12
9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	9 hrs 8:00 - 5:30	4 hrs Close at Noon	Summer Hours End
13	14	15	16	17	18	19
20	21	22	23	24	25	26
Fall Semester Begins						
27	28	29	30	31		

Official Summer Hours are from 8:00 to 5:30 Monday through Thursday (with a 30-minute lunch break); 8:00 to Noon on Fridays.

Supervisors may consider and approve individual flex time arrangements on a case-by-case basis.

Accessibility Statement: If you need this form in an additional format, reach out to [Michael McLeod](#), 706.864.1440