

**Office of Human Resources
Work Schedule Make-Up Form
2016-2017 Winter/Spring**

The College will be closed the three weekdays between Christmas and New Year's holidays (December 27th, 28th and, 29th). Therefore:

The three work days will be made up by full-time staff, non-classroom faculty, and classroom assistants by working extra hours during the Winter/Spring recess or Spring Semester, or by charging available leave time banks if they have sufficient leave accruals. Full-time non-classroom faculty, classroom assistants, and staff eligible for shorter hours must charge or make up 18 hours. Full-time staff not eligible for shorter hours must charge or make up 21 hours. After reviewing their work schedules with their supervisor(s), employees may take either one hour or 30 minutes for lunch on make-up days.

If employees are not making up the three days (December 27th, 28th, and 29th) by extending their work schedule during the winter recess/spring semester periods (1/3/17 – 2/1/17) and spring recess (4/10/17 – 4/16/17) period, employees will charge their available time banks.

Employees who fail to make-up or charge the required number of hours must contact the HR office after Spring Break so that an appropriate adjustment may be made to their leave bank(s).

Please select one of the following options:

Employee Name:				
Department:				
Supervisor Name:				

A ☐ I am an employee working 35 hours per week and I am choosing to work the following schedule during the winter recess/spring semester periods (1/3/17 – 2/1/17) and spring recess (4/10/17 – 4/16/17) periods, until I have made up 21 hours due to the college being closed December 27th, 28th, and 29th, 2016:

<u>Winter Recess/Spring Semester Schedule</u>		<u>Spring Recess Schedule</u>	
<u>With 1 hour for lunch</u> <input type="checkbox"/> 8:00 a. m. to 5:00 p.m. <input type="checkbox"/> 8:30 a.m. to 5:30 p.m. <input type="checkbox"/> 9:00 a.m. to 6:00 p.m. <input type="checkbox"/> Other hours _____ (after consultation with supervisor)	<u>With 30 minutes for lunch</u> <input type="checkbox"/> 8:00 a.m. to 4:30 p.m. <input type="checkbox"/> 8:30 a.m. to 5:00 p.m. <input type="checkbox"/> 9:00 a.m. to 5:30 p.m. <input type="checkbox"/> Other hours _____ (after consultation with supervisor)	<u>With 1 hour for lunch</u> <input type="checkbox"/> 8:00 a. m. to 5:00 p.m. <input type="checkbox"/> 8:30 a.m. to 5:30 p.m. <input type="checkbox"/> 9:00 a.m. to 6:00 p.m. <input type="checkbox"/> Other hours _____ (after consultation with supervisor)	<u>With 30 minutes for lunch</u> <input type="checkbox"/> 8:00 a.m. to 4:30 p.m. <input type="checkbox"/> 8:30 a.m. to 5:00 p.m. <input type="checkbox"/> 9:00 a.m. to 5:30 p.m. <input type="checkbox"/> Other hours _____ (after consultation with supervisor)

B ☐ I am a full time non-classroom faculty, classroom assistant, or staff employee eligible to work a 30 hour work week and I choose to work the following schedule during the winter recess/spring semester periods (1/3/17 – 2/1/17) and spring recess (4/10/17 – 4/16/17) periods until I have made up 18 hours due to the college being closed December 27th, 28th, and 29th, 2016:

<u>Winter Recess/Spring Semester Schedule</u>		<u>Spring Recess Schedule</u>	
<u>With 1 hour for lunch</u> <input type="checkbox"/> 8:00 a. m. to 4:00 p.m. <input type="checkbox"/> 8:30 a.m. to 4:30 p.m. <input type="checkbox"/> 9:00 a.m. to 5:00 p.m. <input type="checkbox"/> Other hours _____ (after consultation with supervisor)	<u>With 30 minutes for lunch</u> <input type="checkbox"/> 8:00 a.m. to 3:30 p.m. <input type="checkbox"/> 8:30 a.m. to 4:00 p.m. <input type="checkbox"/> 9:00 a.m. to 4:30 p.m. <input type="checkbox"/> Other hours _____ (after consultation with supervisor)	<u>With 1 hour for lunch</u> <input type="checkbox"/> 8:00 a. m. to 4:00 p.m. <input type="checkbox"/> 8:30 a.m. to 4:30 p.m. <input type="checkbox"/> 9:00 a.m. to 5:00 p.m. <input type="checkbox"/> Other hours _____ (after consultation with supervisor)	<u>With 30 minutes for lunch</u> <input type="checkbox"/> 8:00 a.m. to 3:30 p.m. <input type="checkbox"/> 8:30 a.m. to 4:00 p.m. <input type="checkbox"/> 9:00 a.m. to 4:30 p.m. <input type="checkbox"/> Other hours _____ (after consultation with supervisor)

C ☐ I am opting to keep my regular schedule during the winter and spring semester and spring recess periods and I will charge, on my December 2016 leave report, my vacation, optional and/or free day time bank(s) a total of 3 days. For instructions see the **2016 - 2017 Winter Leave Reporting Deduction Information**.

After making your selection, please print this form, sign below and, forward it to your supervisor. **Your supervisor will forward all forms to Human Resources during the week of February 6, 2017 but not later than the close of business on February 10, 2017.**

Employee Signature: _____ Date: _____

Supervisor's Approval: _____ Date: _____