



University of North Carolina
Wilmington
April 5, 2016

ELECTRONIC MEMORANDUM

TO: All UNCW Employees

FROM: Rosalynn Martin, Ed.D.
Associate Vice Chancellor for Human Resources

SUBJECT: UNCW Summer Hours 2016

[Please print and post for individuals in your unit who do not have regular access to e-mail.]

I am pleased to announce that summer hours for this year begin Monday, May 9 and end Friday, August 5. During this period, the official campus hours of operation are 7:30 a.m. until 5 p.m. Monday through Thursday. On Fridays, the university will be open from 7:30-11:30 a.m. This schedule recognizes a 30-minute lunch break. In order to realize energy savings during summer hours, offices will be closed on Friday afternoon and air conditioning will be adjusted accordingly.

Unit leaders are encouraged to allow employee flexibility beyond these hours whenever possible within the needs of the unit. The general window of flexible time falls between 7:30 a.m. and 6 p.m. Certain offices may have a business need to remain open on Friday afternoons. This means that with their supervisors' approval, employees could shift an afternoon or morning off at another time to make up for a Friday afternoon when they have to work. In any event, full-time employees who earn leave are responsible for 40 hours of work during a single work week.

We have two holidays (Memorial Day and Independence Day) that fall within this period. Holidays are worth eight hours for a full-time employee. Therefore, for these two weeks, employees must account for the remaining thirty-two hours of work through either work or use of accrued comp time or leave. Your office leave-keepers can answer specific questions on this.

Please feel free to contact the Office of Human Resources or your respective leave-keepers with any related questions.

Have a fun and safe summer!