

Guidance for Summer Hours

Summer hours offer additional flexibility during time of lower activity on campus.

University offices may implement flexible hours of 7:30 a.m. – 4:00 p.m., with a shortened lunch break, beginning the Monday following spring semester commencement, and concluding no later than one full week prior to the start of fall semester classes. Units wishing to participate in summer hours should develop their own schedules with approval from the appropriate dean, vice president, senior vice president, or president.

As schedules are developed, units need to maintain office hours that:

- Serve orientation participants during the summer
- Provide daily operational services such as public safety, utilities management, on-going research projects, etc.
- Provide daily operations for previously scheduled public service programs
- Maintain service to customers/clients

Resources

[Office Hours Policy](#)