



Angelina College

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TO: All College Employees

FROM: Dr. Michael Simon

DATE: March 25, 2021

SUBJECT: Summer 2021 Work Schedule

Beginning the week of May 10th thru the week of August 2nd, Angelina College will transition to the Summer four-day schedule. Please note that some facilities (e.g. air conditioning) will be shut down on Fridays; college personnel should not schedule Friday working hours during this period without prior approval.

Please remember the campus will be closed on Memorial Day, Monday, May 31st.

During the Summer Work Schedule, operating hours on Monday through Thursday, unless otherwise approved, will be 8:00 a.m. to 5:00 p.m., with a 30-minute lunch. Office hours and individual work schedules may vary according to the approved hours of operation for each division and area of the college; please check with your supervisor for clarification, if needed.

For hourly employees, please see page 2 of this memo for more information on completing your timecard during summer hours.

All offices should return to our normal hours of operation beginning Monday, August 9th, and employees should return to their normal five-day work week.

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Summer Hour Timecard Information

- If your normal work week is **40 hours per week**:
 - Please complete your hours as normal Monday through Thursday indicating the hours you worked (including any sick or vacation time)
 - If you work 8 to 5, with a half hour lunch, Monday to Thursday you will have 34 hours of Regular pay recorded
 - Please record 6 hours of Holiday time on each Friday, regardless of the number of hours you worked Monday through Thursday
- If your normal work week is **35 hours per week**:
 - Please complete your hours as normal Monday through Thursday indicating the hours you worked (including any sick or vacation time)
 - If you work 8 to 4, with a half hour lunch, Monday to Thursday you will have 30 hours of Regular pay recorded
 - Please record 5 hours of Holiday time on each Friday, regardless of the number of hours you worked Monday through Thursday

If neither of the above applies or you have additional questions, please contact Chad Becker or Morgan Shannon and they will provide guidance on completing your timecard.

Recording Hours Worked on a Friday

If special circumstances exist and your supervisor has pre-approved you to work extra hours on a Friday, please record the hours as Regular pay (or Overtime, if appropriate) as well as the normal holiday hours you would have recorded. Please note, no one is authorized to work on Fridays without pre-approval from their supervisor.

Overtime Hours

Holiday hours cannot trigger Overtime pay. To be eligible for Overtime pay, you must have actually worked greater than 40 hours in a given week, excluding holiday hours.

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