

Subject: **Summer Flex Schedule**

To: (All Faculty and Staff) <grp\_all\_faculty\_staff@sscok.edu>

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From: Courtney Jones <c.jones@sscok.edu>

As you all may recall the Seminole State College Board of Regents approved the closing of the College campus on Fridays during the summer. The adjusted work week schedule will begin **Monday, May 19th and go through Friday, July 25th**. In order to cover the necessary hours and duties throughout the week, staff will need to work out the details of this arrangement with their supervisors.

Please remember staff members are still required to work 35 hours per work week Monday thru Thursday. If you are unable to do so, you may use your accrued annual leave or comp time. If you have any questions or concerns regarding the summer flex schedule, please do not hesitate to contact me at Ext 204.

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