

 <p><b>Ringling College of Art + Design</b></p> <p><b>STAFF HANDBOOK</b></p>	<p><b>Index:</b> 201</p> <p><b>Page:</b> 1 of 1</p> <p><b>Subject:</b> Hours of Work</p> <p><b>Revised:</b> October 24, 2002</p>
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## **Hours of Work**

### **Workweek**

The standard workweek consists of any five (5) regularly scheduled 7.5 hour days in the seven (7) days of each Monday through Sunday week for a total of 37.5 hours per week. For payroll purposes, the workweek begins at 12:01 a.m. Monday morning and ends Sunday at 12:00 midnight.

### **Work Day**

The normal daily work schedule is from 8:30 a.m. to 4:30 p.m. The President may authorize some offices to have alternate work schedules based on business and operational needs.

### **Hours of Operation**

All offices are open to students, faculty, and the public at these designated times:

Academic year schedule:

Monday through Friday, 8:30 a.m. to 4:30 p.m.

Summer schedule\*:

Monday through Friday, 9 a.m. to 4 p.m.

\*Summer hours of operation are determined each year by the President and announced by Human Resources.