

To: All Chico State Employees
From: Human Resources Service Center

2024 CAMPUS SUMMER WORK SCHEDULE

JUNE 3, 2024 through AUGUST 16, 2024

The [4/10 summer work schedule](#) for 2024 will begin the week of June 3 and continue through August 16, 2024, as scheduled on the [Faculty/Staff Calendar](#). Chico State will be open for business Monday through Thursday from 7:00 AM to 5:30 PM each day. The campus will be closed Wednesday June 19 to observe Juneteenth (10-hours) and Thursday July 4 to observe Independence Day (10-hours). As a reminder, employees on a 10- or 11-month pay plan who are not in work status on the day a holiday is officially observed shall not be entitled to that holiday.

Full-time employees are to work from 7:00 AM to 5:30 PM, Monday through Thursday. In accordance with collective bargaining agreements, employees must take two (2) 15-minute rest periods and one (1) 30-minute meal period. Rest periods and meal periods cannot be combined or reserved for the end of the workday. Part-time employees should refer to the [Absence Management Schedules](#) webpage for more information.

These hours will be the normal work schedule for all employees excluding those in the University Police Department, University Farm, and University Housing. These departments must coordinate with Labor Relations to notify the Payroll Office of employees who will not be working the standard summer work schedule.

This announcement shall serve as notice to all affected staff employees regarding the 2024 summer work schedule and fulfill the notification requirements of the collective bargaining agreements.

2024 Summary

	Monday	Tuesday	Wednesday	Thursday	Friday
June 3 - June 14	Summer	Summer	Summer	Summer	Off
June 17 - June 21	Summer	Summer	Holiday	Summer	Off
June 24 - June 28	Summer	Summer	Summer	Summer	Off
July 1 - July 5	Summer	Summer	Summer	Holiday	Off
July 8 - Aug 16*	Summer	Summer	Summer	Summer	Off
Aug 19 - Aug 23	Normal	Normal	Normal	Normal	Normal
Aug 26	Fall Classes Begin				

Summer Hours are 7AM to 5:30 PM

Normal Hours are 8 AM to 5 PM

*End of Campus Summer Work Schedule

Exceptions

Campus administration will work with employees to grant exceptions to staff for whom this schedule may constitute a hardship due to child care, elder care, medical issues and/or physical limitations.

A [Notice of Work Schedule Change](#) should be completed for any employee who will not be working the standard summer work schedule (including part-time employees). Payroll documentation and/or arrangements with Labor Relations must be completed prior to **Friday, May 10, 2024**.

Questions?

For more information, please review [Summer Work Schedule Information](#), [FAQ's](#), and [Summer Schedule Exceptions](#). You may also email laborrelations@csuchico.edu or call Regina Bennett, Labor Relations Analyst, at [\(530\) 898-6800](tel:(530)898-6800).