

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

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## 2025 CAMPUS SUMMER WORK SCHEDULE

### JUNE 2, 2025 through AUGUST 15, 2025

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The [4/10 summer work schedule](#) for 2025 will begin the week of June 2 and continue through August 15, 2025, as scheduled on the [Chico State Employee 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 Thursday, June 19 to observe Juneteenth (10 hours) and Thursday, July 3 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.

***These hours will be the normal work schedule for all employees excluding part-time employees and employees 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 2025 summer work schedule and fulfill the notification requirements of the collective bargaining agreements.

### 2025 Summary

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>June 2 - June 13</b>	Summer	Summer	Summer	Summer	Off
<b>June 16 - June 20</b>	Summer	Summer	Summer	<b>Holiday</b>	Off
<b>June 23 - June 27</b>	Summer	Summer	Summer	Summer	Off
<b>June 30 - July 4</b>	Summer	Summer	Summer	<b>Holiday</b>	Off
<b>July 7 - Aug 15*</b>	Summer	Summer	Summer	Summer	Off
<b>Aug 18 - Aug 22</b>	Normal	Normal	Normal	Normal	Normal
<b>Aug 25</b>	Fall Classes Begin				

Summer Hours are 7 AM 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 childcare, elder care, medical issues and/or physical limitations.

A [Notice of Work Schedule Change](#) must 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 as of *Friday, May 16, 2025*.

## ***Questions?***

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