

From: [CSU, Chico Human Resources](#)
To: [All Announce \(restricted\)](#)
Subject: 2021 Campus Summer Work Schedule
Date: Monday, March 22, 2021

To: All CSU, Chico – State Employees
From: Human Resources Service Center (HRSC)

2021 CAMPUS SUMMER WORK SCHEDULE

June 7, 2021 through August 13, 2021

For the summer of 2021, the [4/10 summer work schedule](#) will begin the week of June 7 and continue through August 13, 2021, as scheduled on the [Faculty and Staff Calendar](#). The campus will be open for business Monday through Thursday from 7:00 AM through 5:30 PM each day. The campus will be closed on July 5 (Monday) to observe Independence Day (10 hours).

Employees are to work from 7:00 AM through 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.

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

This announcement shall serve as notice to all affected staff employees regarding the 2021 summer work schedule and fulfill the notification requirements of the collective bargaining agreements.

2021 Summary

	Monday	Tuesday	Wednesday	Thursday	Friday
June 7 – July 2	Summer	Summer	Summer	Summer	Off
July 5 – July 9	Holiday	Summer	Summer	Summer	Off
July 12 – Aug 13*	Summer	Summer	Summer	Summer	Off
Aug 16 – Aug 20	Normal	Normal	Normal	Normal	Normal
Aug 23	Fall Classes Begin				

Summer hours are 7:00 AM – 5:30 PM

Normal hours are 8:00 AM – 5:00 PM

*End of Campus Summer Work Schedule

Exceptions

Campus administration will continue to 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](#) 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 **May 7, 2021***.

Questions?

For more information, view [Summer Work Schedule Information](#), email laborrelations@csuchico.edu, or call Dylan Saake, Director of Labor Relations & Compliance, at (530) 898-3116.