



# MEMORANDUM

**DATE:** March 24, 2023

**TO:** Auxiliary for Sponsored Programs (SPA) Employees

**FROM:** Lori Blodorn, Associate Vice President  
Human Resources and Administrative Services/CHRO

**SUBJECT:** 2023 Summer Hours

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Effective May 22, 2023 through August 18, 2023 the CSUB main campus and Antelope Valley will be operating on a Monday through Thursday, 10-hour workday schedule. The campus will essentially be closed Fridays, Saturdays and Sundays during this period, except for specially arranged program activities. We continue to achieve energy savings from this closure. This savings will continue to reduce the cost of the overall campus budget.

**There will be two (2) work weeks scheduled where all staff will work 8-hour workdays: May 29 June 2 and July 31 August 4. This is necessary to comply with the Fair Labor Standards Act (FLSA) regulation and to reconcile the number of hours worked in the summer for payroll purposes.**

While we anticipate that this summer schedule will continue in future years, the campus maintains the right to change or discontinue it with appropriate notice per the applicable MOU.

Employees' work hours will be scheduled by their appropriate administrator within the window of 6 a.m. – 8 p.m. consistent with the operational needs of the department and with the appropriate supervision. Air conditioning will be provided from 7 a.m. through 6 p.m.

A full-time non-exempt employee is expected to work 4 10-hour days in order to work their scheduled 40 hours per week. An exempt employee will be expected to carry out their normal work assignments as directed by the appropriate administrator during the Monday – Thursday period. Employees who have difficulty with this schedule should work with the appropriate administrator to consider the following options:

Lunch hours may be reduced to ½ hour. A minimum of a 30-minute lunch must be taken, approximately in the middle of the work shift.

Non-exempt employees may use vacation credits or accrued CTO to offset absences during their scheduled work week.

These alternatives must be approved by the appropriate administrator of each area.

There are several areas which will not be affected by these summer hours. Please check with your supervisor to determine your specific hours of work.

For instructions on how to download the summer hours directly to your Outlook calendar (Fridays specified), please go to the [HR webpage](#) under 'Calendars.' For technical support, please call the ITS Help Desk at x4357.

Please contact your appropriate administrator or the Office of Human Resources with any questions you may have regarding summer hours.

LB:bf

Attachment

