

# BENNINGTON COLLEGE

To: The Community

From: Heather Faley  
Director of Human Resources

Date: August 4, 2011

Re: Work Hours

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As many of you know, the College alters the general administrative work hours at certain times during the year. Listed below is the schedule of work hours for the 2011/2012 academic year. Please note that offices may find it necessary to alter the workday hours for certain staff members to meet specific office needs and/or to ensure proper coverage during the workday.

<u>Effective Date</u>	<u>Work Hours</u>
Monday, August 29, 2011	9:00 a.m. to 5:00 p.m. (1 hour lunch)
Monday, December 12, 2011	8:30 a.m. to 4:00 p.m. (1/2 hour lunch)
Monday, February 20, 2012*	9:00 a.m. to 5:00 p.m. (1 hour lunch)
Monday, June 4, 2012	8:30 a.m. to 4:00 p.m. (1/2 hour lunch)

\* Although this date is a holiday, certain staff members may be required to work on this day so that the College can provide services to students. Staff members will be individually notified of staffing needs.