

Summer Early Fridays Program Instructions for recording time

➤ **Hourly/Non-Exempt Employees:**

- Should report hours worked as usual.
- Summer Early Friday Program hours should be recorded as “Lafayette Approved Closing”, unless it falls on a College holiday
 - A Summer Early Friday that falls on a College holiday should be recorded as “College Approved Holiday”.
- Hours worked over 40 in a week (or 36.25 hours for Union employees) should be reported and will be paid as overtime. Summer Early Friday program hours do not count toward the calculation of overtime.
- If you use leave time (sick, vacation, jury duty, bereavement, FMLA, etc.) during the Early Friday program hours, you should record the leave hours for the number of hours you would have worked for that day. The balance should be recorded as “College Approved Closing”.

➤ **Salaried/Exempt Employees:**

- Paid their normal salary.
- There is no change in the handling of sick, vacation, or leave time.

➤ **Per Diem, Casual, Temporary Employees and Student Workers:**

- Paid for actual hours worked.