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## 05/06/2011 - Reduce Summer Hours.pdf

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## **EIU to Reduce Summer Hours; Booth Library, Admissions Among Exceptions**

*May-06-2011*

In an effort to conserve resource dollars, Eastern Illinois University will once again close selected buildings and offices from noon on Fridays until Monday mornings during the summer months.

The affected time period begins Monday, May 9, and ends Friday, Aug. 12.

Building/office exceptions include, but may not be limited to, the President's Office, Booth Library, Financial Aid, University Police, the Steam Plant and the Office of Admissions, which plan to keep normal working hours.

All university offices must be open to the public between 8 a.m. and 4:30 p.m. Monday through Thursday, and between 8 a.m. and noon on Friday. Administrative offices (and others where possible) will remain open during the lunch hour (Monday through Thursday).

By ending the work week at noon on Fridays, the university can increase temperatures in all vacant offices and other work environments to allow energy savings for two and one-half days per week.

Employees will be required to work their regularly scheduled number of full-time hours during the four-and-a-half-day work week. Classes scheduled to meet on Friday afternoons and/or weekends will be relocated to buildings where the air conditioning will remain on.

During weeks in which a holiday is observed (Monday, May 30, for Memorial Day and Monday, July 4, for Independence Day), offices will return to regular business hours (7.5 hours per day), including Fridays.

Regular hours will resume on Monday, Aug. 15, for the 2011-2012 school year.