## December 24th

**Campus Closure**

## Alternate Schedule

### Due to Payroll December 3rd!

ALTERNATE SCHEDULE OPTIONS:

1. Use your vacation time!
2. Go uncompensated.
3. Work out an alternate schedule with you manager for the month of December. ☺

EXAMPLES:

* 1. Take a 30 minute lunch for 16 days
	2. Work 30 extra minutes for 16 days
	3. Combine vacation time and an alternate schedule to make 8 hours

**\*Alternate schedules will need to be submitted to payroll by supervisors by 12/3/2018.**

**Alternate schedule time must be tracked by your manager on a paper timesheet.**

**Paper records are due to the payroll department prior to or by the 19th of December.**

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