

Cabinet is pleased to announce Summer Hours for 2019!

Millersville University's regular office hours of Monday through Friday, 8am to 4:30pm with a one hour lunch, will be adjusted to *Monday through Friday, 8am to 4pm with a 30 minute lunch.*

Summer Hours will begin on May 13, 2019 and continue through August 16, 2019

Employees who work alternative schedules, such as 8:30am to 5:00pm, may also participate by taking a 30 minute lunch period and reducing their work day by 30 minutes. Employees who currently take a 30 minute lunch period should continue on their regular schedule.

Please communicate with your supervisor regarding operational needs for your department before commencing summer hour schedules. There is no need to inform the Payroll or Human Resources Office of your schedule change, however when entering leave requests please be sure your request equates to 7.5 for each work day

Department websites must be updated to reflect summer hours.

