

“Summer Hours” Extended Through Fall Semester

Dr. Wubah has approved the extension of Millersville University’s summer hours of *8am to 4pm with a 30 minute lunch period through December 31, 2020.*

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.

Employees who wish to return to standard working hours of 8am to 4:30pm with a one- hour lunch should seek supervisor approval. There is no need to inform the Payroll of Human Resources Office of your schedule change, however when entering leave requests please be sure your request equates to 7.5 for each workday.