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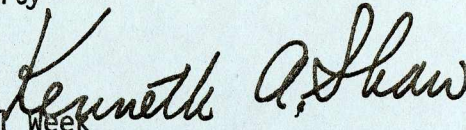Follow this and additional works at: https://spark.siue.edu/bulletin

Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University at Edwardsville

MEMO TO: The University Community

FROM: Kenneth A. Shaw

SUBJECT: Four-Day Instructional Week

Starting the week of August 13, 1979, and ending on August 30, 1979, the University will operate on a four-day instructional week with no Friday classes. On June 18, 1979, Mr. Lazerson distributed the implementation plan for the four-day instructional week to the Academic Deans, Directors, and Department Chairpersons.

Offices within the University will function as usual except that during this experimental time, the supervisors are encouraged to work within the following framework:

- Offices within the University are expected to be open during the regular working hours; however, offices may close at 12:00 Noon on Friday.

- No employee will be forced to work an altered schedule imposed by a supervisor.

- Employees are encouraged to experiment with flexitime. During this period legitimate requests for flexitime should receive support from the supervisor consonant with the effective operation of the unit. Flexitime requests denied by the supervisor should be forwarded with an explanation to the appropriate Vice-President for review.

- All employees are still expected to work 40 hours a week.