



## Business Hours Policy

As a residential college, we understand the hard work and the many “extras” that are required to develop a community of caring that we wish to exemplify at Albright.

In order to support business transactions most effectively, it is important to have a common business hour core. Thus, the core College business hours are 8:30 a.m. until 4:30 p.m., Monday through Friday. Business hours are defined as those hours when an office can be expected to be open for business transactions and communications.

Each divisional Vice President is responsible for insuring that each department, division or unit is appropriately staffed to support the needs and various schedules of the College, while also supporting a workplace that values and supports a thriving and healthy community.

The College realizes that there are many times that employees may be required to work non-traditional hours to support our 24/7 learning environment. In an effort to keep everyone healthy and well, we encourage staff members to take care of themselves so that we can take care of our community at an optimal level. Employees are encouraged to allocate time, where practicable, within their work shifts to commit to health and wellness initiatives. Please refer to the practices and procedures included in the [Work Schedule/Breaks/Meal Periods Policy](#) policy for more details.

For up-to-date wellness tips and events, please refer to our [Wellness Webpage](#).

**Policy Maintained By**

Human Resources

**Revision Log:**

- 1995 – original policy created
- 11/30/2007 – policy updated as part of a full Handbook update
- 8/8/2017 – changed business hours from 8am-5pm, to 8:30am-4:30 to promote a better work/life balance. Policy approved by Cabinet. Effective date of policy: 8/28/2017.