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OFFICE OF HUMAN RESOURCES

Summer Employment Policies

Working hours

The standard summer employment work week is typically **35 hours**, Monday-Friday, 8:30 a.m. – 4:30 p.m. with one hour off, unpaid, for lunch. Some jobs may vary from this schedule. Jobs **may exceed 35 hours per week but will not exceed 40 hours per week. (Overtime is not permitted.)**

Holidays:

There are three mandatory holidays (unpaid). **No summer employees should work these holidays.**

- Wednesday, June 19 (Juneteenth)
- Thursday, July 4 (Independence Day)

Lunch Break:

Summer employees are expected to take a 30-minute or one-hour lunch break mid-day (unpaid), scheduled with their supervisor to maintain appropriate staffing levels.

Breaks:

Shorter breaks are common but not required by law. Shorter breaks or pauses from performing duties must be paid and cannot be deducted from the employee's time worked.

Maine's Earned Paid Leave:

Summer/temporary employees (unbenefited) are entitled to earn **one hour of paid** leave from a single employer **for every 40 hours worked**, up to 40 hours

in one year of employment. The accumulation of leave begins at the start of employment. You may not use paid leave for summer employment until you have earned time under Maine Earned Paid Leave. If a summer employee needs to take a half day for an appointment, they must have worked more than 4 weeks (**160 hours**) to earn 4 hours of Maine Earned Paid Leave.

Summer employees must request leave time in Workday. Accrued, unused Maine Earned Paid Leave will be paid upon the conclusion of summer employment. More information about how to request this will be provided soon.

Time entry guide:

In order to be paid for hours worked in a summer position, please follow the instructions below or click [here for a step-by-step guide](#):

- Log into Workday.
- From the home screen, click on the Time icon.
- In the Enter Time column, select the week under which you want to record hours worked.
- In the Enter Time pop-up window, select the position from the drop-down menu; you must ensure you are entering time worked under the correct position.

Payroll pay period dates

Please see the relevant payroll pay period **dates [here](#)**.

For more information, please visit the Summer Employment [Website!](#)