

Key Information for Summer 2025

Campus Closure: May 22–26

1. Campus will close at **noon on Thursday, May 22**, due to a planned power outage, and remain closed through **Monday, May 26 (Memorial Day)**.
2. Work will shift to remote starting at noon on May 22. The university will be closed **Friday and Monday**.

Summer Hours: May 30–August 8

From **Friday, May 30 through Friday, August 8**, NKU will observe early closures on **Fridays at noon**.

1. **Regular Hours:**

1. Monday–Thursday: 8:15 a.m. – 4:30 p.m.
2. Friday: 8:15 a.m. – 12:00 p.m. (varies by department)

2. **Flex Time Options:**

If your department remains open Friday afternoons, supervisors may approve alternative flex time (3.75 or 4 hours based on your workweek length) within the same week.

3. **Eligibility:**

1. All full- and part-time staff (including grant-funded)
2. 12-month fiscal faculty
3. Remote and in-person employees (*Student employees are not eligible*)

4. **Non-Exempt (Hourly) Employees:**

1. Code early release time as **Admin Release (3240)**
Example: Work 8:15 a.m. to noon = 3.75 hours worked + 3.75 hours Admin Release (code 3240)
2. Overtime applies only to hours worked over 40 per week.
3. If using vacation on a release day, split the time accordingly: 3.75/4 hours Admin Release (code 3240), remainder as vacation.

Summer Dress Code: May 27–August 8

1. Casual, professional dress is allowed during summer months.
2. Always consider your schedule—if hosting meetings, dress appropriately or inform visitors about the casual dress policy.
3. Check with your supervisor if unsure about appropriate attire.
4. **NKU Spirit Wear Days.** Show your NKU pride during Orientation and Welcome Wednesday events:
 1. **May:** 19, 20 (Orientation)
 2. **June:** 4 (Welcome Wednesday), 9, 12, 16 (Orientation)
 3. **July:** 23 (Welcome Wednesday), 28, 31 (Orientation)
 4. **August:** 7 (Orientation)

The St Elizabeth Physicians Health Clinic in UC 460 will be closed for the summer, starting 5/16/25 and reopening on 8/4/25.