



Summer Hours 2026

- 1. Seminary Holiday Calendar:** [Click this link for the Holiday Calendar - Academic Year 2026-2028](#) for your planning purposes.
- 2. PTO Carry Over:** Please note that the Employee Handbook allows that “Employees may carry over a maximum of 5 days (35 or 40 hours) of unused PTO from one benefit year to the next benefit year. Any unused PTO in excess of 5 days that an employee has at the end of the benefit year (June 30) will be forfeited.” The plan year runs from July 1 to June 30. Employees with more than 5 days should work with their supervisors on a plan to manage their time to avoid losing time if possible.

All Full-Time employees shall be awarded PTO at the beginning of each benefit year (July 1) in accordance with the following schedule:

LENGTH OF SERVICE (years)	PTO DAYS
0-1	20 days, prorated
1-4	20 days
5+	25 days

3. Summer Hours with shortened office hours on Fridays

In keeping with the Seminary’s tradition of providing a flexible work schedule during the summer months, the summer work schedule for 2026 will begin the week of Monday, May 18, 2026, and continue through Friday, August 23, 2026. Regular hours will resume the week beginning Monday, August 24, which is the week ahead of student orientation/beginning of the fall term. Keeping a minimum 35-hour work week, Non-Exempt office staff may choose from the options listed below, subject to the approval of their supervisor and the needs of their area:

Monday – Thursday

- 8:00 am-4:30 pm, with a one (1) hour lunch (7.5 hours/day); or
- 8:30 am-5:00 pm, with a one (1) hour lunch (7.5 hours/day); or

- 8:30 am-4:30 pm, with a one-half (1/2) hour lunch (7.5 hours/day).

Friday

- 8:00 am-1:00 pm (5 hours); or
- 8:30 am-1:30 pm (5 hours).

- 1) Employees are expected to be in the office at least three (3) days per week; and
- 2) All Seminary offices are expected to be open during normal business hours from Monday to Thursday but may be closed after 1:30 pm on Fridays.

4. Summer (Holiday) Weeks when we keep normal hours:

Please note that employees should work their regular hours during weeks with a Seminary holiday (Memorial Day, Juneteenth and Independence Day), i.e. there is already a day off in lieu of a short day on Friday. Therefore, standard work schedules apply during the 4 work days of these weeks:

- **Memorial Day, Monday, May 25** - the Seminary is closed. We work the standard hours May 26-29, 2026
- **Juneteenth, Friday, June 19** - the Seminary is closed. We work the standard hours June 15-18, 2026
- **Independence Day, July 3 (observed)** - the Seminary is closed. We work the standard hours June 29-July 2, 2026.

Best,

Tom

Thomas Chester

VICE PRESIDENT AND CHIEF HUMAN RESOURCES OFFICER

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