

**1.10 OFFICE HOURS OF OPERATION****INTENT:**

**LICA will maintain regular office hours in order to meet the needs of the public and of LICA's Board and Committees.**

**1.10.1 DIRECTIVES:**

**1.10.1.1** The Board shall set regular office hours.

**1.10.1.2** If circumstances change, the office hours may change.

**1.10.2 IMPLEMENTATION:**

**1.10.2.1** The office shall be open Monday to Thursday from 8:30 a.m. to 5:00 p.m. from September to June. The office shall be open Tuesday to Thursday from 8:30 a.m. to 5:00 p.m. for July and August.

**1.10.2.2** The office will be closed all business days between Christmas and New Year's Day.

**1.10.2.3** The hours of operation must be posted.

**1.10.2.4** If the office is closed for any other reason, during LICA's regular business hours, the closure shall be posted, and the Officers shall be notified

Review Dates: September 27, 2006; February 2007; June 11, 2009; November 5, 2015; November 28, 2016; May 3, 2017; February 5, 2020

Approval Dates: September 27, 2006; June 11, 2009; November 5, 2015; December 1, 2016; June 1, 2017; March 12, 2020

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**Operational Policy: Personnel Policy 3.4 – Employee/Contractor Hours of Work**