

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 will 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 will be open Monday to Thursday from 8:30 a.m. to 5:00 p.m. from September to June. The office will 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 will be posted, and the Officers will be notified.

Review Dates: September 27, 2006; February 2007; June 11, 2009; November 5, 2015; November 28, 2016; May 3, 2017; February 5, 2020; February 8, 2023

Approval Dates: September 27, 2006; June 11, 2009; November 5, 2015; December 1, 2016; June 1, 2017; March 12, 2020; February 23, 2023

Self-Governance Policy: Policy 1.10 – Office Hours of Operation