



Announcing the 4-Day Workweek Schedule for Summer 2013!

1. What is the Summer Work Schedule?

For 7 weeks this summer, the FCPS workweek will shorten to four days per week. All employees who would normally work a five-day week in the summer will benefit from the 4-day schedule and will make up the fifth day by working longer hours the rest of the week. Almost all employees will report to work Monday-Thursday, and Friday will not be a workday. If necessary to accommodate building coverage needs, supervisors may alter certain employees' schedules to a Tuesday-Friday workweek, providing a Saturday-Monday weekend.

2. When does this schedule take effect?

FCPS will follow the Summer Work Schedule starting the week of June 17. We will return to the regular work schedule starting on Monday, August 5.

3. What employee groups will participate in the Summer Work Schedule?

All 12-month employees who are assigned to teacher, administrative/supervisory, administrative/management/technical (AMT) or support positions will participate in the Summer Work Schedule. If you are on the 243-day, 244-day or 260-day work year calendar, the Summer Work Schedule applies to you.

4. Are there official hours that central offices and school sites will be open to the public?

Yes. Schools and all Central Office departments should be open from 7:30 a.m. until 5:00 p.m. to provide service to the public. If necessary, supervisors may schedule employees' workdays to assure phone and office coverage.

5. FCPS is closed on July 4, which is a Thursday, for Independence Day. What is the work schedule that week?

During this week only employees will work their usual, non-extended day work schedules on Monday, Tuesday, Wednesday and Friday. Thursday, July 4, will be a non-duty day (holiday). During this week employees who work a 7-hour day will work a total of 28 hours and employees who work an 8-hour day will work 32 hours.

6. Some employees work 40 hours per week and others work 35 hours per week. What will their daily schedules look like?

- Employees who normally work a 40-hour week will work 10 hours per day, Monday-Thursday.
- Employees who normally work a 35-hour week will work 8 hours and 45 minutes per day, Monday-Thursday.
- Please work with your supervisor to determine daily start and end times.

7. Can I take a 30-minute lunch break? Or take my lunch break at the end of the day?

Employees may take either a 30-minute or 60-minute lunch break. Every employee should take a minimum 30-minute lunch break. Lunch may not be taken at the end of the workday. Employees are required to work their full extended-day schedules, and time spent at lunch is not "counted" toward the required work hours.

8. Non-supervisory support employees are entitled to a 15-minute break for each 4 consecutive hours worked. Can I skip the breaks and leave early?

No. That is not an option because rest breaks are counted as hours worked and an employee is compensated for the time. Employees are encouraged to take advantage of both daily breaks to enjoy a non-work activity, such as stepping outdoors for some fresh air or grabbing a snack away from your work area.

9. I am an hourly employee. What if my supervisor asks me to work more than 40 hours in a week?

If you work more than 40 hours per week at your supervisor's request you are entitled to and will receive overtime pay. Request overtime pay on an FCPS timesheet; it will be processed according to Fair Labor Standards guidelines.

10. Will there be any changes to the amount of compensation I receive or when I get my paycheck?

No. The Summer Work Schedule will not impact compensation, and paycheck distribution dates will not change.

11. Are there any changes to the way I earn leave?

No. Your leave will continue to accrue without interruption.

12. What do I record on the Leave Request Form if I miss work during the Summer Work Schedule?

Note the date you are taking leave and indicate whether it is for a full day or half day or specific number of hours, just as you would normally do. The Finance Department will deduct your leave to reflect the number of hours taken according to your compressed Summer Work Schedule. To assist Payroll in correctly recording leave, please write "compressed schedule" on your leave request.

13. Support employees have the option to take the furlough day between April 1 and June 30. How is this handled if I take my furlough day during a summer extended hours workweek (June 17-30)?

If your normal workday is 8 hours, you work a 10-hour day during an extended hours workweek. To process your leave in this case, you complete a Leave Request Form and write FURLOUGH DAY across the top of the form. Eight hours would be recorded on the "Leave Without Pay" line. For the additional 2 hours you could take personal/vacation leave, you may elect to report to work for that time or make arrangements with your supervisor to make up that time.

If your normal day is 7 hours, you work an 8.75-hour day during an extended hours workweek. To process your leave in this case, you complete a Leave Request Form and write FURLOUGH DAY across the top of the form. Seven hours would be recorded on the "Leave Without Pay" line. For the additional 1.75 hours you could take personal/vacation leave, you may elect to report to work for that time or make arrangements with your supervisor to make up that time. Please note the partial-hour leave entry will be allowed for this circumstance only.

14. I have other questions. Whom should I ask?

Please talk with your immediate supervisor.

FCPS hopes all staff members find pleasure in the extra days to spend with family, friends and just enjoying life.