

2019 Sample Summer Work Schedules

7 hour per day employees

Start 7:00 a.m.	Lunch 30 min.	End 4:15 p.m.
Start 7:00 a.m.	Lunch 60 min.	End 4:45 p.m.
Start 7:15 a.m.	Lunch 30 min.	End 4:30 p.m.
Start 7:15 a.m.	Lunch 60 min.	End 5:00 p.m.
Start 7:30 a.m.	Lunch 30 min.	End 4:45 p.m.
Start 7:30 a.m.	Lunch 60 min.	End 5:15 p.m.
Start 7:45 a.m.	Lunch 30 min.	End 5:00 p.m.
Start 7:45 a.m.	Lunch 60 min.	End 5:30 p.m.
Start 8:00 a.m.	Lunch 30 min.	End 5:15 p.m.
Start 8:00 a.m.	Lunch 60 min.	End 5:45 p.m.
Start 8:15 a.m.	Lunch 30 min.	End 5:30 p.m.
Start 8:15 a.m.	Lunch 60 min.	End 6:00 p.m.
Start 8:30 a.m.	Lunch 30 min.	End 5:45 p.m.
Start 8:30 a.m.	Lunch 60 min.	End 6:15 p.m.

8 hour per day employees

Start 6:00 a.m.	Lunch 30 min.	End 4:30 p.m.
Start 6:00 a.m.	Lunch 60 min.	End 5:00 p.m.
Start 6:15 a.m.	Lunch 30 min.	End 4:45 p.m.
Start 6:15 a.m.	Lunch 60 min.	End 5:15 p.m.
Start 6:30 a.m.	Lunch 30 min.	End 5:00 p.m.
Start 6:30 a.m.	Lunch 60 min.	End 5:30 p.m.
Start 6:45 a.m.	Lunch 30 min.	End 5:15 p.m.
Start 6:45 a.m.	Lunch 60 min.	End 5:45 p.m.
Start 7:00 a.m.	Lunch 30 min.	End 5:30 p.m.
Start 7:00 a.m.	Lunch 60 min.	End 6:00 p.m.
Start 7:15 a.m.	Lunch 30 min.	End 5:45 p.m.
Start 7:15 a.m.	Lunch 60 min.	End 6:15 p.m.
Start 7:30 a.m.	Lunch 30 min.	End 6:00 p.m.
Start 7:30 a.m.	Lunch 60 min.	End 6:30 p.m.

Instructions for Completing Leave Request Forms During the 4-Day Summer Schedule

During the 4-day workweek, which begins the week of June 24 and returns to the normal 5-day workweek on Monday, August 19, employees must write "compressed schedule" on leave request forms and complete forms as follows:

For 12-month employees working 35 hours per week:

1 day of leave = 8.75 hours
1/2 day of leave = 4.30 hours

For 12-month employees working 40 hours per week:

1 day of leave = 10 hours
1/2 day of leave = 5 hours

If you have any employees that will be exempt from the 4-day work week, please forward a list to Ann Hedges, Payroll Officer, by June 4.