



Announcing the 4-Day Workweek Schedule for Summer 2021!

1. What is the Summer Work Schedule?

For 7 weeks this summer, the FCPS workweek will shorten to 4 days per week. All employees who would normally work a 5-day week in the summer will benefit from the 4-day schedule and will make up the fifth day by working longer hours during the rest of the week. Almost all employees will report to work Monday-Thursday, and Friday will not be a workday (except for week of July 4th closure). If necessary to accommodate building coverage needs, a supervisor 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 Monday, June 21, and we will return to the regular work schedule beginning Monday, August 9.

3. Will all employees 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. FCPS is closed on July 4, but this year, it on a Sunday. What is the work schedule that week?

Because July 4 is on a Sunday this year, FCPS will celebrate the holiday on Monday, July 5. During this week only, employees will work their usual, non-extended day work schedules on Tuesday, Wednesday, Thursday, and Friday. Monday, July 5 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.

5. Some employees work 40 hours per week, and others work 35 hours per week. What will 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 share with your supervisor your preferred daily start and end times. The final decision will be made by your supervisor based upon the needs of the system.

6. 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 must take a minimum 30-minute lunch break, but supervisors will make the final decision regarding the length of the 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.

7. 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. This 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.

8. 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 or comp time. Overtime pay or comp time must be requested on an FCPS timesheet or comp time form, and it will be processed according to Fair Labor Standards Act guidelines and any applicable contract language.

9. Will there be any changes to my compensation when I receive my paycheck?

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

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

No. Your leave will continue to accrue without interruption.

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

You must note the date on which you are taking leave and indicate whether the leave is for a full day/half day or specific number of hours, just as you would normally do. The employee or timekeeper will enter the deduction of leave to reflect the number of hours taken according to the compressed Summer Work Schedule. To assist your timekeeper in correctly recording leave, please write "Compressed Schedule" on your leave request form.

12. If I have additional questions, who should I contact?

Please speak with your immediate supervisor.