

## 2018 Sample Summer Work Schedules

### 7 hour per day employees

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

### 8 hour per day employees

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

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

During the 4-day workweek, which begins the week of June 18 and returns to the normal 5 day workweek on Monday, August 20, employees will need to 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.