

**SUMMER SCHEDULE 2024**

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_

I will adhere to the following schedule during the Four Day Summer Work Week starting **Monday, June 10, 2024 through Friday, August 9, 2024.**

(1)  8:00am- 5:30pm with  $\frac{3}{4}$  lunch  
(no charge to annual leave)

(2)  8:30am-5:30pm with 1 hour lunch  
(charge 3 hours per week to annual leave time)

(2a)  8:30am-5:00pm with  $\frac{1}{2}$  hour lunch  
(charge 3 hours per week to annual leave time)

(3)  9:00am-5:00pm with 1 hour lunch **\*\***(Or your regular work schedule)  
(charge 7 hours per week to annual leave time)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair/Head's Signature

\_\_\_\_\_  
Date

*\*\* For example, if your regular work schedule is from 9:30-5:30, or 10am-6pm, then Option #3 would apply.*