

SUMMER 4 DAY WORK WEEK SCHEDULE - 2025
ALL FULL-TIME CUSTODIAL STAFF

Employee Name: _____ Title: _____

Department: _____

I will adhere to the following schedule during the Four Day Summer Work Week starting **Monday, June 9, 2025 through Friday, August 15, 2025.**

*****Please note the lunch period for each selection is ½ hour.**

I elect the following schedule from June 9th through August 15th, 2025:

- (1) _____ I elect to work 10 hours per day (40 hours per week with no charge to A/L)
- (2) _____ I elect to work 9 hours per day (36 hours per week)
(a charge of 4 hours per week, a total of 3 days will be charged to your annual leave or comp time)
- (3) _____ I elect to work 8 hours per day (32 hours per week)
(a charge of 8 hours per week, a total of 6 days will be charged to your annual leave or comp time)

Employee's Signature

Date

Department Head's Signature

Date

SUMMER 4 DAY WORK WEEK SCHEDULE - 2020
BUILDINGS & GROUNDS STAFF

Employee Name: _____ **Title:** _____

Department: _____

I will adhere to the following schedule during the Four Day Summer Work Week starting **Monday, June 22, 2020 and ending Friday, August 7, 2020.**

*****Please note the lunch period for each selection is ½ hour and balance of work week will be charged to your annual leave or comp time)**

Electrician

_____ 7:00 am - 4:15 pm (8 ¾ hours with ½ hr. lunch)

_____ 7:00 am - 3:30pm (8 hours per day w/1/2 hr. lunch= 32 hours per week)

_____ 8:00 am- 3:30 pm (7 hours with ½ hr. lunch= 28 hours. per week)

Carpenter

_____ 7:00 am - 4:15 pm (8 ¾ hours)

_____ 7:00 am - 3:30 pm (8 hours per day w/1/2 hr. lunch= 32 hours per week)

_____ 7:00 am - 2:30 pm (7 hours per day w/1/2 hr. lunch= 28 hours per week)

Painter

_____ 7:00 am - 4:15 pm (8 ¾ hours w/ ½ hr. lunch)

_____ 7:00 am - 3:30 pm (8 hours per day w/1/2 hr. lunch= 32 hours per week)

_____ 7:00 am - 2:30 pm (7 hours per day w/1/2 hr. lunch= 28 hours per week)

Plumber

_____ 7:00 am - 4:15 pm (8 ¾ hours)

_____ 7:00 am - 3:30 pm (8 hours per day w/1/2 hr. lunch= 32 hours per week)

_____ 8:00 am - 3:30 pm (7 hours with ½ hr. lunch= 28 hours. per week)

Steamfitter

_____ 6:00 am- 3:15 pm (8 ¾ hours per day)

Thermostat Repairer

_____ 6:30am- 2:00 pm (7 ½ hr. per day, ½ hr. lunch, charge annual leave for Fridays)

Locksmith

_____ 7:00 am - 5:30 pm (10hours per day w/ 1/2hr lunch)

_____ 7:00 am -4:30pm (9 hours per day w/1/2 hr. lunch= 36 hours per week)

_____ 7:00 am - 3:30 pm (8 hours per day with ½ hr. lunch= 32 hours. per week)

Maintenance

_____ 7:00am- 5:30 pm (10hours per day w/ 1/2hr lunch)

_____ 7:00am- 4:30 pm (9hours per day w/ 1/2hr lunch)

_____ 7:00am- 3:30pm (8hours per day w/ 1/2hr lunch)

Laborer

_____ 7:00 am- 5:30pm (10hours w/ 1/2hr lunch)

_____ 7:00 am- 4:30pm (9hours w/ 1/2hr lunch)

_____ 7:00 am- 3:30pm (8hours w/ 1/2hr lunch)

Employee's Signature

Date

Chief Administrative Superintendent

Date