

SUMMER SCHEDULE 2025

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.**

(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.*