

SUMMER 4 DAY WORK WEEK SCHEDULE - 2026
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 8, 2026 through Friday, August 14, 2026.

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

I elect the following schedule from June 8th through August 14th, 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 8 days will be charged to your annual leave or comp time)

Employee's Signature

Date

Department Head's Signature

Date