



The four-day workweek shall be from Monday, June 25, 2018 through Friday, August 10, 2018, excluding the workweek that includes Independence Day (Wednesday, July 4, 2018).

For the workweek that includes the Independence Day holiday, employees will observe the holiday on Wednesday, July 4, 2018 and work a regular non-extended workday on the Monday, Tuesday, Thursday, and Friday of that week.

EMPLOYEES WORKING 35 HOURS PER WEEK

Monday – Thursday, 8:30am to 6:00pm, **8 3/4** hours per day with a 45 minute lunch break. (Any other schedule must be approved by your supervisor)

If you go on approved annual or sick leave during this period, charges to leave balances will be computed on the basis of the number of hours in the workday that is being charged. For example, a staff member who works 8 3/4 hours per day will be charged 8 3/4 hours for one day of approved leave.

Employees who are unable to work an extended schedule have the option of working four regular days and charging the remaining day to annual leave. Please arrange your summer schedule with your supervisor as soon as possible.

Thank you.