

Summer Hours Program Options

40 Hour Work Week

I have been advised that I have the following options with regard to my work schedule for the summer of 2020, for the period of Monday, June 22, 2020 through Friday, August 7, 2020.

- A. Working Monday through Thursday, a 10 hour schedule with 30 minutes for lunch, and no charge to annual leave. (40 hr. week)

-Or-

- B. Working Monday through Thursday, the regular 8 hour schedule with 30 minutes for lunch, and 8 hours of annual leave charged on Friday. (40 hr. week)

I am hereby electing to follow Option _____ above.

If you are electing option 'A' please indicate the shift you will be working. Please note that the shift you work must cover 10 hours and 30 minutes (e.g. 7am to 5:30pm, etc.): _____

Your Name _____

Your Signature _____

Supervisor's signature _____

Date _____