

COMPLETE AND RETURN TO HUMAN RESOURCE SERVICES BY MAY 4, 2018

NAME _____ SUPERVISOR _____

DEPT. _____ TITLE _____

I will adhere to the following schedule during the Four Day Summer Work Week starting Monday, June 25 and ending Friday, August 10, 2018.

PLEASE CIRCLE YOUR CHOICE

PLAN

A Monday - Thursday
8:00 AM - 5:30 PM with $\frac{3}{4}$ hour
lunch period

B Monday - Thursday
Regular seven (7) hour day
9:00 am-5:00pm or your regular 7 hour day schedule
Friday charged to Annual Leave Time

NOTE: You must have at least six [6] annual days in
your bank to choose this plan

C Monday - Thursday
8:00 AM - 5:00 PM with 1 hour lunch
3 hours charged to Annual Leave Time

NOTE: You must have at least eighteen [18] hours in
your bank to choose this plan

Employee's Signature

Date

Supervisor/Manager Signature

Date