

IMPLEMENTATION PROCEDURES - FOUR DAY SUMMER WORK WEEK 2021

Period	Monday, June 21 through Friday, August 13, 2021
Personnel Affected	All full time "Gittleston" and other administrative civil service staff, and all non-teaching Instructional staff, except supervisors in Performing Arts and Television Center.
Schedule- <u>Choice of:</u>	A) <u>35 hours in 4 days</u> Monday - Thursday 8:00AM-5:30PM with 3/4 hour lunch period B) <u>4 seven hour days/charge 7 hours to annual leave</u> Monday - Thursday 9:00AM-5:00PM (whichever is your regular 7-hour schedule) with Friday charged to annual leave *Must have at least seven [7] annual days in your bank to choose

NOTE: Once the choice of schedule is made, it is irrevocable for this year.

Computed on the basis of the number of hours in the workday, i.e.,

Personnel on Plan (A)

Charged 8- $\frac{3}{4}$ hours (8 hours and 45 mins) for each annual leave or sick day used.

Note: for a full week of absence during this time (Mon-Thurs), the usual 35 hours are charged.

If you should take an unscheduled holiday on one of these days, 1 hour and 45 minutes will be charged to your annual time

Personnel on Plan (B)

Charged 7 hours for each annual leave or sick day used, as usual.

"Summer
Hours"

The reduction of the work day by one (1) hour for employees who have completed one (1) year of service and who work in non air-conditioned facilities will apply, no matter which of the schedules is selected. Detailed memorandum will follow.