



Summer Hours Request

It is the intention of this policy to provide the election of flexible scheduling of regular work periods by year-round staff members who choose to change their work week to better accommodate their needs for time away from the office, and still meet the needs of the Agency. Staff members choosing to elect a summer hours schedule must request approval by their supervisor prior to beginning to work the summer hour schedule of his/her choice.

AVAILABILITY: Flexible scheduling for summer hours is available for a period of 9 weeks, (June 7, 2021 – August 13, 2021)

EXCEPTION: The 2-week period of June 28 - July 9, 2021 will be regular 8-hour (8 a.m. – 4:30 p.m.) per day work week for all staff for these partial work weeks.

Please choose only one of the following options:

Work regular 8-hour days for four consecutive days out of the week, taking the fifth day as a vacation day. (39½ hour week) Vacation must still be requested via iEmployee.

Work 10-hour days Monday through Thursday or 10-hour days Tuesday through Friday. (39½ hour week)

The following hours may be selected:

6 a.m. – 4:20 p.m. * 7 a.m. – 5:20 p.m. 8 a.m. – 6:20 p.m. *

Work regular 8-hour days for five consecutive days (39½ hour week). The following hours may be selected:

6 a.m. – 2:30 p.m. * 7 a.m. – 3:30 p.m. 8 a.m. – 4:30 p.m. 9 a.m. – 5:30 p.m. *

Work 9-hour days Monday through Thursday and 4 hours on Friday.

6 a.m. – 3:20 p.m. * 7 a.m. – 4:20 p.m. 8 a.m. – 5:20 p.m. 9 a.m. – 6:20 p.m. *
 6 – 10 a.m. Friday 7 – 11 a.m. Friday 8 – noon Friday 9 a.m. – 1 p.m. Friday

*These days/hours may be worked with special permission where job requirements fit these hours.

NOTE: No early dismissal on Friday as the ½ hour has been accounted for in the hours specified.

Staff Member Name: _____ Date: _____

Supervisor Approval: _____ Date: _____

This form must be submitted to your supervisor for approval on or before May 28, 2021.