

SUMMER SCHEDULE 2020

Employee Name: _____ **Title:** _____

Department: _____

I will adhere to the following schedule during the Four Day Summer Work Week starting **Monday, June 22, 2020 through Friday, August 7, 2020.**

- (1) _____ 8:00am- 5:30pm with $\frac{3}{4}$ lunch
(no charge to annual leave)

- (2) _____ 8:30am-5:30pm with 1 hour lunch
(charge 3 hours per week to annual leave time)

- (2a) _____ 8:30am-5:00pm with $\frac{1}{2}$ hour lunch
(charge 3 hours per week to annual leave time)

- (3) _____ 9:00am-5:00pm with 1 hour lunch ******(Or your regular work schedule)
(charge 7 hours per week to annual leave time)

Employee Signature

Date

Department Chair/Head's Signature

Date

**** For example, if your regular work schedule is from 9:30-5:30, or 10am-6pm, then Option #3 would apply.**