

Summer Hours Program Options

35 Hour Work Week

I have been advised that I have the following options with regard to my work schedule for the summer of 2013, for the period of Monday, June 24, 2013 through Friday, August 9, 2013.

- A. Working Monday through Thursday from 8:30 a.m. to 6:00 p.m. with 45 minutes for lunch, and no charge to annual leave. (35 hr. week)

-Or-

- B. Working Monday through Thursday from 9:00 a.m. to 5:00 p.m. with one hour for lunch, and 7 hours of annual leave charge on Friday. (35 hr. week)

I am hereby electing to follow Option ____ above.

Your Name _____

Your Signature _____

Supervisor's signature _____

Date _____

Send to: Yolanda Gonzalez, Classified Staff Timekeeper
Bridget Sheridan, HEO and ECP Staff Timekeeper
Human Resources Office-B215