2015 Summer Work Schedule

Beginning June 1 2015, and ending July 24, 2015

Employee Name _____

Employee Position _____

Work Location _____

Daily Shift Start _____ End _____

Supervisor _____

On the calendar below, please fill in the total hours worked for each day (see sample schedules).

JUNE

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Independence Day (Holiday)

Holiday - Independence Day will be observed on, Friday July 3, 2014. Employees working an extended day whose day off occurs on the holiday may be given an in-lieu-day (eight hours only for full-time employees; prorata for less than full time employees). Instead of an in-lieu-day, an employee working the ten-hour days may be allowed to work only eight hours a day for the remaining four days of the week; an employee working nine hours a day may be allowed to work eight hours a day for the nine work days in the two-week cycle. Those employees whose scheduled ten hours include the holiday will be required to work an additional two hours sometime during the remaining four days of the week or charge vacation; those employees whose scheduled nine hours include the holiday will be required to work an additional hour some time during the two-week cycle or charge vacation.

SAMPLES

Four/Forty:

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	10	10	10	10		

Nine/Eighty:

	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Week 1:		9	9	9	9	8	
Week 2:		9	9	9	9		

Five/Forty:

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	8	8	8	8	8	

HOLIDAY WEEK(S)

Four/Forty:

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	8	8	8	8	8	

OR

Four/Forty:

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	10	10	10	8 2 hr vac		

OR

Four/Forty:

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	10	10	10	2 ***	8	

Nine/Eighty:

	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Week 1:		8	8	8	8	8	
Week 2:		8	8	8	8	8	

OR

Nine/Eighty:

	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Week 1:		9	9	9	9	8	
Week 2:		9	9	9	9		

*** Additional hours required to work during the Holiday week if vacation not charged to offset holiday hours earned and hours required to work for the week.