

To: All Full-time Administrative and Local 1205 Employees

From: Carol S. Cantrell

Date: April 2, 2013

Re: Proposed work schedule for Friday Close weeks

To insure that time is either worked or vacation time is used to cover the Fridays* off this summer 2013, please complete the following as you expect to cover the days out. All full-time administrative and Local 1205 employees must complete this form. If vacation time will be used, please note under the Friday(s). If you expect to work a compressed week, please note hours expected to be worked during the week to cover the time. For each Friday Close week, a minimum of 35 hours must be worked in four days. Do not include lunch hours in the total daily computation. July 4th is Thursday, if you are compressing your hours for the week, you will need to work 8.75 hours each of the three work days, or some combination equaling 26.25 hours for the week.

Return completed forms to Marisol Rivera, Office of Human Resources, 79 5th Avenue, 18th floor, no later than May 3, and give a copy of the form to your supervisor. *This form must be signed by your supervisor.*

Proposed 2013 Summer Friday Work Schedule
NOTE: 35 hours to be worked within each Friday Close week

Name / Banner ID		N
Office/ Telephone #		() - , Ext.

Please print clearly

WEEK OF:	Monday	Tuesday	Wednesday	Thursday	Friday (VAC)
June 14/Hours					
June 21					
June 28					
July 5				Holiday	
July 12					
July 19					
July 26					
August 2					
August 9					

_____/_____
Employee's signature Date Supervisor's signature Phone #**

*or another day, if you will be working on Friday.

**Supervisors are responsible for signing time sheets and for insuring that the schedule is adhered to by the employee. This proposed schedule can only be adjusted with the consent of your supervisor.