

# Memo

To: All employees (40 hrs a week) that work more than 192 days per year

From: Bill Hodge – HR Director

Re: Guidelines for the Four (4) Day Work Week  
Effective June 14, 2010 – August 13, 2010

Date: May 13, 2010

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As a cost saving measure the Chambersburg Area School District will be moving to a four (4) day work week beginning Monday June 14, 2010 through August 13, 2010. All employees will work their regular number of hours per week in four (4) days rather than the normal five (5) days.

## Work Hours

The work hours presented below are to provide a standard guideline for all employees. The hours may be modified by your immediate supervisor.

Employees Working 40 hours per week: **(4 (10) hour days)**  
7:00 am – 5:00 pm (½ lunch)

July 4<sup>th</sup> is on a Sunday this year. We will celebrate the holiday on Monday the 5<sup>th</sup> of July. All employees working this week will work their **normal** work hours Tuesday through Friday. Any sick, personal, or vacation day/s used this week will be deducted as it normally would be.

## Professional Staff Members (Teachers)

Professional staff members that work more than 192 days may follow the summer schedule or continue to work 7.5 hour days as long as they understand that Fridays will not be a work day with the exception of July 9<sup>th</sup>.

## Using Leave

Leave will be deducted at a rate of 1.25 for each sick, personal or vacation day used. If possible, we would encourage all employees to use their leave so that their leave balance at the end of these two (2) months comes out to a ½ day or full day balance.