

MEMO

TO: Secretarial Staff
Custodial Staff

DATE: May 22, 2018

RE: Summer Hours 2018

Regular Office Hours

7:30 a.m. - 3:30 p.m.

Regular Custodial Hours

6:30 a.m. - 3 p.m.

Modified Summer Office Hours

7:30 a.m. - 12 Noon
12 Noon - 12:30 p.m. (Lunch)
12:30 p.m. - 3:30 p.m.

Modified Summer Custodial Hours

6:00 a.m. - 3:30 p.m.
Lunch – 30 minutes

Regular Summer Office Hours

8 a.m. - 12 Noon
12 Noon - 1 p.m. (Lunch)
1 p.m. - 3 p.m.

Regular Summer Custodial Hours

6:30 a.m. - 3 p.m.
Lunch – 1 hour

Holiday

Holiday

JUNE 2018						
S	M	T	W	T	F	S
					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 2018						
S	M	T	W	T	F	S
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				

AUGUST 2018						
S	M	T	W	T	F	S
			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	