
Division of Human Resources and Professional Development

12 Month Staff July Work Options

To: All 12 Month Staff

From: David Lerner
Chief Human Resources and Professional Development Officer

During the month of July (Thursday, June 30 – Wednesday, August 3) all full time 12 month employees will have the option of working their regular number of work hours (35 or 40 depending on their role in the system) in a four day work week instead of a five day work week. Please note, participation in this program is optional and all full time twelve month staff who wish to continue working five days a week are welcome to do so. Here are some important details about the program:

- Due to HCPSS pay periods beginning on Thursday the program must run from a Thursday through a Wednesday.
- Staff who choose to participate in the program can indicate their preference for having either Monday or Friday as their non-working day. Those are the only two options as all staff will work Tuesday, Wednesday and Thursday.
 - Staff may or may not be granted their Monday/Friday preference, as staffing and coverage needs for their office, program or school will factor into final decisions regarding which staff do not work on Friday and which staff do not work on Monday.
- Staff who regularly work a 7 hour work day (35 hours a week) will work four days of 8 hours and 45 minutes (35 hours a week) plus a 30 or 60 minute lunch.
- Staff who regularly work an 8 hour work day (40 hours a week) will work four days of 10 hours (40 hours a week) plus a 30 or 60 minute lunch.
 - Staff who are unsure if they are 7 or 8 hour employees can reference [this document](#) from the Canvas/Workday Community (you must be logged into Canvas to access this link).
- Staff are not allowed to participate some weeks and not participate other weeks. You either work a four day week for the entirety of the program or you choose not to participate.
- Staff who participate must ensure that leave entered into Workday is entered correctly.
 - A staff member who takes leave on one of their extended days must enter either 8.75 or 10 hours of leave, depending on the length of their regular work day.
 - As they are approving leave, managers and supervisors must ensure that the hours of leave requested are correct.
- Staff start and end times will be set along with supervisors. 7 AM is the earliest start time and 6 PM is the latest end time. Please note: these guidelines do not apply to staff whose regular beginning and end times fall outside those windows.
- Staff who do not work on Fridays would not work on 7/1, 7/8, 7/15, 7/22 and 7/29.
- Staff who do not work on Mondays would not work on 7/5 (this is a Tuesday as schools and offices are closed on 7/4), 7/11, 7/18, 7/25 and 8/1.

Full time 12 month staff should complete [this survey](#) to indicate whether or not they will participate in the program. **All responses are due by Friday, April 29.** Staff who do not complete the survey by that date will work their regular five day a week schedule during the program period.