

**Lincoln Public Schools
Lincoln, Massachusetts**

SCHOOL COMMITTEE MEETING OF APRIL 25, 2024

6.0 TIME SCHEDULED APPOINTMENTS

AGENDA ITEM:

6.3 Discussion and VOTE to Approve the Shift to Summer Work Hours

Supporting Documents: Enclosed N/A Forthcoming

RECOMMENDED ACTION: Information Only Discussion/Review
 First Reading Second Reading

VOTE to:
Approve full-year employees shift to summer hours.

BACKGROUND:

School Committee will be asked to approve the following shift to summer hours for full-year employees only. Facilities Director Brandon Kelly will work with the custodial staff to create a staggered schedule for summer hours to cover the full five-day workweek.

Beginning Monday, June 24, 2024 and continuing through Friday, August 16, 2024, the School Department will shift to a four-day workweek with office hours from 7:00 a.m. to 5:00 p.m. Monday through Thursday. During this eight-week period, the Central Office will be closed on:

Friday, June 28
Friday, July 5
Friday, July 12
Friday, July 19
Friday, July 26
Friday, August 2
Friday, August 9
Friday, August 16

Employees are expected to work the same total number of hours in four days as they would work during a five-day workweek.

Any days taken off during this eight-week period will count as 1.25 days.

Schools and offices will be closed on Wednesday, June 19, 2024 in observance of Juneteenth. Schools and office will also be closed on Thursday, July 4, 2024 in observance of the Fourth of July.

Note: School-year secretaries return to work on Monday, August 19, 2024 (per contract, one week before returning faculty members report).

FACILITATOR AND INVITED GUESTS: