

Office Of The Superintendent
Mr. John F. Thomas
Harvey School District 152

Date: April 15, 2019

To: Administrators
Central Office Support Staff

From: Mr. John F. Thomas, Superintendent of Schools

Subject Summer Work Hours

In an effort to conserve energy and to be more cost effective, District 152 will implement our Summer work schedule on ***Monday, June 17, 2019***. While working Monday – Thursday, you will have the option of working the following:

- **7:15 a.m. – 4:30 p.m. daily**

Or

- **8:00 a.m. – 5:15 p.m. daily**

District Office will be closed on Fridays, June 21st through August 3, 2019

If vacation days and or personal days are taken during this time, each day will count as 1.25 days

In observance of Independence Day, District Office will be closed on Thursday, July 4, 2019

Please inform Ms. Nicole of your selected work schedule by Monday, May 13, 2019

Regular schedule resumes Monday, August 5, 2019

