

**Region One Education Service Center  
2017 Summer Work Schedule Guidelines**

Below you will find the summer 2017 work schedule beginning May 29 and ending August 4, 2017, including specific guidelines. ESC employees will be given the option to commit to either a 4-day or 5-day work schedule for this period during the summer. In a few cases, the requirements of certain ESC programs may warrant a five-day work schedule of program employees. Please check with your immediate supervisor before making your selection of options below.

	Duration	Work Days	Work Hours	Lunch
Option 1	May 29-August 4	Monday-Thursday	7:30 a.m.-6:00 p.m.	30 minutes
Option 2	May 29-August 4	Monday-Friday	8:00 a.m.-4:30 p.m.	30 minutes

This year the Region One ESC will be closed from July 3 through July 14, 2017. Unless approved in writing by the Executive Director, all staff is required to take their non-duty days during those two weeks.