

**Region One Education Service Center
2018 Summer Work Schedule Guidelines**

Below you will find the summer 2018 work schedule beginning May 28 and ending August 3, 2018, 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 28-August 3	Monday-Thursday	7:30 a.m.-6:00 p.m.	30 minutes
Option 2	May 28-August 3	Monday-Friday	8:00 a.m.-4:30 p.m.	30 minutes

This year the Region One ESC will be closed from July 2 through July 13, 2018. Unless warranted by specific program requirements, all staff is required to take their non-duty days during those two weeks.