

Office of The Superintendent
Dr. Denean Adams
Harvey School District 152

Date: April 17th, 2014

To: Administrators
Central Office Support Staff

From: Dr. Denean Adams, *Superintendent* 

Subject: Summer Work Hours

In an effort to conserve energy and to be more cost effective, the Board of Education, at its April 16th, 2014 meeting, approved the recommendation from Administration for summer hours as follows:

June 23rd, 2014 - August 1st, 2014

Open Monday—Thursday

Closed on Fridays

There will be one shift for Central Office

Monday—Wednesday

7:00 a.m.—5:00 p.m.

Thursday

7:00 a.m.—4:30 p.m.

Office hours to the public are 8:00 a.m. to 4:00 p.m.

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