



Pasco County Schools

Kurt S. Browning, Superintendent of Schools
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Office for Human Resources and Educator Quality
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MEMORANDUM

DATE: April 14, 2017

TO: All Employees Impacted by Summer Hours

CC: Superintendent Staff, Directors, and Principals

FROM: Christine Pejot, Director
Human Resources and Educator Quality

RE: 2017 Summer Hours

In line with our continuous energy conservation efforts, the District will once again be operating on a four-day work schedule for several weeks during the summer. We will be closed on the following non-work days:

- Friday, June 16th
- Friday, June 23rd
- Friday, June 30th
- Tuesday, July 4th*
- Friday, July 14th
- Friday, July 21st
- Friday, July 28th

****The District will operate on extended hours Monday, July 3rd, and Wednesday through Friday, July 5-7th.***

Extended Hours During Four Day Work Weeks:

The general operating hours for the District Office Complex will be 7:30am - 5:30pm, Monday through Wednesday and from 7:30am – 5:00pm on Thursday (except for the week of July 4th, when extended hours will be in effect Monday and Wednesday through Friday). To best serve the public, departments must ensure adequate coverage during these hours.

Below are typical summer work schedules for employees who work 37.5 hours per week or 40 hours per week. These schedules may vary based upon worksite/program needs, and administrators may establish schedules that best suit the needs of their departments. Employees are required to fulfill all of their contracted hours each week, and non-exempt employees must take a minimum 30-minute unpaid lunch. Consistent with the purpose of conserving resources and subject to very limited exceptions, employees are generally not permitted to enter buildings during the designated non-work days.

Sample Standard Work Schedules

- 37.5 Hour Employees
Monday – Wednesday: 7:30am – 5:30pm, 30 minute lunch, two 20 minute breaks.
Thursday: 7:30am – 5pm, 30 minute lunch, two 15 minute breaks.
- 40 Hour Employees
Monday – Thursday: 7:00am – 5:30pm, 30 minute lunch, two 20 minute breaks.

Requests for Vacation in Lieu of Extended Hours:

Employees may request approval to use one day of earned vacation leave per week, in lieu of working extended hours. Approval is not guaranteed and is subject to supervisor approval after consideration of multiple factors, including worksite needs and staff coverage.

Summer Casual Dress:

Summer business casual attire is approved from June 1st through August 10th, the period when school is not in session. Please use good judgement in determining whether normal business attire would be more appropriate for certain meetings during this time.

Summer business casual attire includes Polo-style shirts, casual slacks, casual shoes (not flip-flops), dress capris, dress sandals, etc. Jeans are not permitted, except on Fridays. Please refer to the professional appearance guidelines on the HREQ website for a detailed description of “Summer Business Casual Attire.”

Thank you, and please contact your supervisor with any questions.