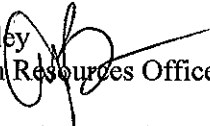



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
OFFICE OF THE SUPERINTENDENT**

**Robert W. Runcie  
Superintendent Of Schools**

March 2, 2015

**TO:** Superintendent's Cabinet  
Executive Directors/Directors  
Directors, Office of School Performance & Accountability  
Principals

**FROM:** Amanda Bailey   
Chief Human Resources Officer

**VIA:** Robert W. Runcie, Superintendent of Schools 

**SUBJECT: 2015 SUMMER WORK DAYS PROGRAM**

As a result of the success of the Summer Work Days program in previous years, the District is continuing its Summer Work Days schedule for 2015.

Attached are the guidelines for the implementation of the 2015 Summer Work Days schedule. Please ensure that each employee receives a copy of the guidelines. The Summer Work Days schedule begins the week of **June 8, 2015** and ends on **August 14, 2015**. *The week of June 29, 2015 will be treated as a normal work week due to the July 4<sup>th</sup> holiday falling on Saturday of that week. The District will be closed on Friday, July 3, 2015 in observance of the July 4<sup>th</sup> holiday.*

Please see the attached recommendation for audio messages during this time period. We are asking that you be as flexible as possible with employees in terms of schedule options based upon the operational needs of each department. It is incumbent upon the supervisor to ensure that schedules, lunch periods, and break times are followed by all employees.

If you have any questions regarding these guidelines, please do not hesitate to contact the Office of Human Resources at (754) 321-1840.

RWR/AB:dp  
Attachments