

**The School Board of Broward County, Florida**  
**2015 Summer Work Days**  
**June 8 – August 14, 2015**  
**(Excluding Week of June 29 – July 3)**

**Q & A**

- 1. Question:** What locations are included?  
**Answer:** All work locations are included.
- 2. Question:** How are the dates of the Summer Work Days decided?  
**Answer:** The District's practice has been to start the schedule changes the week following the last day of school for students and conclude the Friday before teachers report to work for teacher planning purposes.
- 3. Question:** How is the extended number of work hour determined?  
**Answer:** The number of minutes of paid time for five days is added and then is divided by four days.
- 4. Question:** How will working on a four-day work week affect my salary?  
**Answer:** Employees earn the same rate of pay and are eligible for the same benefit programs as if they were working on a traditional schedule.
- 5. Question:** How will I receive my paycheck?  
**Answer:** Your paycheck will continue to be issued as determined by the AA or BB schedule.
- 6. Question:** How will my sick leave be determined during the Summer Work Days schedule?  
**Answer:** You will continue to earn the same amount of sick leave for the entire week.
- 7. Question:** What happens if I am sick and unable to work on a scheduled extended summer work day?  
**Answer:** Your accrued sick leave would be charged for 1.25 days of sick leave. The exact number of hours and minutes is determined by the length of your regular work day.
- 8. Question:** Can I use some of my lunch time to leave early?  
**Answer:** As indicated in the Guidelines, lunch time hours fall in the middle of the work day and cannot be used in a compensatory way either at the beginning of the work day or the end.
- 9. Question:** As an employee, can I choose my starting and stopping hours of work?  
**Answer:** The District's program outlines that Division/Department leaders set the standard work hours and the limits for starting and stopping time. Employees may choose to work within the limits established.

- 10. Question:** I cannot work longer hours in the evening due to unusual circumstances. Can I still work only four days and use annual leave for the fifth day?  
**Answer:** Yes, it is permissible to allow employees to make this choice during the period of time we are on the Summer Work Days schedule.
- 11. Question:** Why do I have to work a regular work schedule during the week of July 4<sup>th</sup>?  
**Answer:** Friday, July 4<sup>th</sup>, is a national holiday. In observance of the holiday, the District will be closed. Many employees have this day as a paid holiday. For others, it is a non-paid, non-work day. During the week of June 29, 2015, the traditional work week schedule will resume with Friday as either being a paid holiday or a non-work day for all employees. Employees shall not work extended hours in order to have any time off during this week.
- 12. Question:** During the Summer Work Days work week, will overtime be allowed?  
**Answer:** Overtime will be pre-approved using previous standard operating procedures and in accordance with the Fair Labor Standards Act.
- 13. Question:** What happens if there is a declared emergency during the Summer Work Days period that results in the closing of the District?  
**Answer:** A determination regarding the work schedule for employees will be communicated upon the announcement of the emergency closing. The four-day work week may be adjusted and/or suspended resulting in a return to regularly scheduled days.
- 14. Questions:** If I have further questions, whom should I ask?  
**Answer:** The Office of Human Resources will respond to inquiries. Please call 754-321-1840.
- 15. Question:** Will the information about the Summer Work Days program be posted on any web site?  
**Answer:** Information can be found at [www.browardschools.com](http://www.browardschools.com) under the "Employees" tab.