

**June 8 - August 14, 2015**

(Excluding week of June 29 - July 3)

## Information and Instructions

# 2015 SUMMER WORK DAYS



### Enclosed:

- 2015 Summer Work Days Week Memo
- 2015 Summer Work Days Guidelines
- 2015 Summer Work Days Q & A
- Appendix A: Recommended Schedule Options
- Appendix B: Employee Schedule Reporting Form
- Appendix C: Guidelines for entering absences