



***Human Resources Department***

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May 27, 2022

TO: All Central Administration Employees

FROM: Nancy Lane,  
Assistant Superintendent, Human Resources

RE: **SUMMER HOURS**

The District administration building will observe summer hours effective Tuesday, May 31, 2022, and continue through Friday, July 22, 2022. As we do each summer, hours have been set at 7:30 a.m. to 4:00 p.m., Monday through Friday. This will include a 1/2 hour lunch.

It should be noted that the central administration building will be closed at 4:00 p.m. daily. Every effort should be made to notify the public of the summer schedule. Signs will be posted on all external doors stating the summer hours. This does not preclude departments from 8:00 a.m. to 5:00 p.m. coverage, if that is necessary.