



2026 Summer Work Schedule Form

Employee Name:

Department:

Supervisor Name:

Please refer to the [Summer Work Schedule Guide \(.pdf\)](#) for information and **select one option below:**

1) Compressed Workweek for 35 Hour Per Week Employees During Summer Friday Weeks

With 1 hour for lunch

With 30 minutes for lunch

8:00 a. m. to 5:45 p.m.

8:00 a.m. to 5:15 p.m.

8:30 a.m. to 6:15 p.m.

8:30 a.m. to 5:45 p.m.

9:00 a.m. to 6:45 p.m.

9:00 a.m. to 6:15 p.m.

Other hours: _____(as approved by your supervisor).

2. Compressed Workweek for **30 Hour Per Week** Employees During Summer Friday Weeks

With 1 hour for lunch

With 30 minutes for lunch

8:00 a. m. to 4:30 p.m.

8:00 a.m. to 4:00 p.m.

8:30 a.m. to 5:00 p.m.

8:30 a.m. to 4:30 p.m.

9:00 a.m. to 5:30 p.m.

9:00 a.m. to 5:00 p.m.

Other hours: _____(as approved by your supervisor).

3. I will work my regular 30- or 35-hour work schedule during summer Friday weeks

Employees: Complete form above, sign, print a copy and provide to your supervisor.

I certify that I have confirmed with my supervisor to work the above schedule:

Employee Signature: _____ Date: _____

Supervisor's: Retain this form for your records.

Supervisor's Approval: _____ Date: _____