

**INTEROFFICE COMMUNICATION**

**Division of Human Resources**

**DATE:** April 27, 2023

**TO:** All Principals  
All Site Supervisors

**FROM:** Danielle Shotwell, General Manager of Employee Relations

**SUBJECT: SUMMER 2023 (4-DAY WORKWEEKS/10-HOUR WORKDAYS)**

The summer 4-day workweeks/10-hour workdays are approved to begin **Tuesday, May 30, 2023, and continue through Thursday, July 27, 2023.** **ALL** sites except for those required to operate 24 hours/7 days a week, i.e., Security, will be open for operation 10 hours/day, Monday through Thursday **and closed on Friday.**

**EXCEPTIONS:**

- **Week of May 29 – June 2, 2023:** Sites are closed on Monday, May 29, 2023 for Memorial Day. Sites will be open Tuesday, May 30, 2023, through Friday, June 2, 2023. These are 10-hour workdays for 12-month employees due to the Memorial Day non-paid holiday.
- **Week of July 3, 2023 – July 7, 2023:** Sites are closed on Tuesday, July 4, 2023, for the July 4<sup>th</sup> Holiday. Sites will be open Monday, July 3, 2023, and Wednesday, July 5, through Friday, July 7, 2023 (10-hour workdays).

**EMPLOYEE HOURS:**

- **12-month, 8-hour employees** (instructional and support) will work 10 hours/day.  
*Note: Employees whose workday includes two paid 15-minute breaks, shall be afforded two paid 20-minute breaks during 10-hour workdays.*
- **12-month, 7.50-hour employees** will work 9.375 hours/day (9 hours and 23 minutes).
- **12-month, Half-time (4-hour) employees** will work 5 hours/day.
- **Summer Learning Program/ESY employees** will work designated hours as per their 2023 Summer Learning Program/ESY assignment.

The 2023-2024 Employee Work Calendars reflect the summer 4-day workweek schedule and have been posted to the Employee Relations page on the HCPS District Website (under the Employment Tab) as well as posted on the Employee Relations SharePoint in Microsoft365 at [hillsborough.sharepoint.com/sites/EmployeeRelations](https://hillsborough.sharepoint.com/sites/EmployeeRelations). The 10-hour days may impact the July work calendar for some less than 12-month employees. Please refer to each employee groups' work calendar posted.

**PLEASE PROVIDE THE WORK CALENDAR INFORMATION TO ALL EMPLOYEES**

**Note:**

- Substitutes are **not** approved to work beyond 8 hours per day without the Regional Superintendent's approval.
- Resume the regular 5-day workweek on Monday, July 31, 2023.