



## South San Antonio ISD Summer Work Schedule

**To: SSAISD Employees (“end date” of June 7<sup>th</sup> or later)**

**From: Rita Uresti, Executive Director of Human Resources**

**Date: April 8, 2024**

**Re: Summer Work Schedule (Four Day Work Week)**

In an effort to continue our cost saving measures, South San ISD will implement a district-wide summer work schedule beginning Monday, June 3, 2024, and will end Friday, July 26, 2024.

This summer work schedule will only apply if your “end date” is June 7<sup>th</sup> or later. Please use the Work Schedule Calendars on the district website to see employee start and end dates.

Our summer schedule will consist of a 4-day work week, M-Th, with onsite employment hours from 7:00 am - 5:30 pm.

It’s important to note that all employees who are on the 4-day work week, will receive a 30-minute duty-free lunch.

Summer dress attire will be business casual. Flip-flops, shorts and tank tops will not be acceptable.

The chart below can be used to assist you in determining your summer work schedule.

| <b>23-24 End Date</b>            | <b>Summer Work Schedule</b>   |
|----------------------------------|---|
| June 7 (193, 198, 202 calendars) | 10-hour days June 3-6; off June 7   |
| June 13 (210 calendar)           | 10-hour days June 3-6; off June 7<br><b>8-hour days June 10-13 (end date)</b>   |
| June 20 (215 calendar)           | 10-hour days June 3-6; off June 7<br>10-hour days June 10-13; off June 14<br><b>8-hour days June 17-20 (end date)</b>                                     |
| June 28 (226, 235 calendars)     | 10-hour days June 3-6; off June 7<br>10-hour days June 10-13; off June 14<br>10-hour days June 17-20; off June 21<br>10-hour days June 24-27; off June 28 |

| <b>24-25 Start Date</b>      | <b>Summer Work Schedule</b>   |
|------------------------------|---|
| July 8 (226, 235 calendars)  | 10-hour days July 8-11; off July 12<br>10-hour days July 15-18; off July 19<br>10-hour days July 22-25; off July 26 |
| July 11 (210, 215 calendars) | 10-hour day July 11; off July 12<br>10-hour days July 15-18; off July 19<br>10-hour days July 22-25; off July 26    |
| July 17 (202 calendar)       | 10-hour days July 17-18; off July 19<br>10-hour days July 22-25; off July 26  |
| July 24 (198 calendar)       | 10-hour days July 24-25; off July 26  |

**All staff will resume a regular 8-hour workday beginning July 29, 2024**