

# Operations Memorandum Custodian Summer Hours

Date: April 30, 2021  
To: All Custodians  
From: Janet Wall, Manager of Operations



It is that time of year again. In order for us to complete our summer works schedule, we require your assistance in providing the following information:

I \_\_\_\_\_ wish to work:  
**Name**

Please indicate which shift you prefer if available. (July 5, 2021 to August 27, 2021):

40 HOURS PER WEEK CUSTODIANS				IMPORTANT		
➤ 10 hr shifts 6:00 am to 4:30 pm (Mon-Thur)    yes <input type="checkbox"/>				40 HOUR CUSTODIANS: Any variance to the first two options must be approved.  DAYCARES must have regular cleaning Monday to Friday.		
➤ 8 hr shifts 6:00 am to 2:30 pm (Mon-Fri)    yes <input type="checkbox"/>						
➤ ____ hr shifts ____ am to ____ pm (____-____)						
PART TIME CUSTODIANS				Regular assigned schedules FOR EVERYONE will be in effect for the weeks of: June 28th to July 2nd and August 30th to September 3rd  <b>Summer SUPPLY ORDERS are due by May 28, 2021.</b>  <b>Summer WORK PLANS are due by June 11, 2021</b>		
WEEKLY HOURS						
DAY	START	END	# HRS			Hours must not exceed assignment hours per pay period.  Variations to your weekly hours must be submitted in detail and approved individually.
Mon						
Tue						
Wed						
Thu						
Fri						
TOTAL HOURS PER WEEK:						

- **Requests for time off will be limited to a maximum of 4 weeks.**
- **Vacation requests are also required to be entered into the SFE system.**
- **Note - there may be no replacements over the summer.**
- **Vacation will not be approved for the week of August 30<sup>th</sup> to September 3<sup>rd</sup>.**

Indicate by circling the day(s) you would like to take off for your holidays.  
Requests will be approved based on seniority and staffing levels required to complete assigned work.

	Monday	Tuesday	Wednesday	Thursday	Friday	Pay Period
<b>JUNE/JULY</b>	28	29	30	Canada Day	2	Regular hours
Summer hours begin:	5	6	7	8	9	Summer Hours
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
<b>AUGUST</b>	B.C Day	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
Last week of summer hours:	23	24	25	26	27	

Please scan this form to "Clerical Operations" (use code 6000/SCAN on the copier) or e-mail to [clerical.operations@sd8.bc.ca](mailto:clerical.operations@sd8.bc.ca) **by May 28, 2021.** *Submissions after this date may not be approved.*

Thanks,

Approved \_\_\_\_\_