

Operations Memorandum Custodian Summer Hours

Date: April 29, 2022
To: All Custodians
From: Russell Warwick, 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 4, 2022 to August 26, 2022):

40 HOURS PER WEEK CUSTODIANS				IMPORTANT	
<ul style="list-style-type: none"> ➤ 10 hr shifts 6:00 am to 4:30 pm (Mon-Thur) <input type="checkbox"/> ➤ 8 hr shifts 6:00 am to 2:30 pm (Mon-Fri) <input type="checkbox"/> ➤ ____ hr shifts ____ am to ____ pm (____-____) 				40 HOUR CUSTODIANS: Any variance to the first two options must be approved. DAYCARES must have regular cleaning Monday to Friday.	
PART TIME CUSTODIANS				Regular assigned schedules FOR EVERYONE will be in effect for the weeks of: June 27 th to July 1 nd and August 29 th to September 2 rd Summer SUPPLY ORDERS are due by May 27, 2022. Summer WORK PLANS are due by June 10, 2022	
WEEKLY HOURS					
DAY	START	END	# HRS		
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. Custodians may be assigned to assist in other areas & sites as needed. Assigned areas should take no longer than 6 weeks to complete.*
- **Vacation will not be approved for the weeks of August 29th to September 9th.**

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
JUNE/JULY	27	28	29	30	Canada Day	Regular hours
Summer hours begin:	4	5	6	7	8	Summer Hours
	11	12	13	14	15	PP 15
	18	19	20	21	22	
	25	26	27	28	29	PP 16
AUGUST	B.C Day	2	3	4	5	PP17
	8	9	10	11	12	
	15	16	17	18	19	
Last week of summer hours:	22	23	24	25	26	PP18

Please scan this form to "Clerical Operations" (use code 6000/SCAN on the copier) or e-mail to clerical.operations@sd8.bc.ca by **May 20, 2022**. Submissions after this date may not be approved.

Thanks,

Approved _____