

Operations Memorandum Maintenance & Transportation Summer Hours

Date: April 30, 2021
To: All Operations Maintenance & Summer Transportation Staff
From: Chris Kerr, Manager of Operations
 Janet Wall, Manager of Operations
Re: Summer Hours



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):

➤ **10 hr shifts 6:00 am to 4:30 pm (Mon-Thur)** yes

➤ **8 hr shifts 7:00 am to 3:30 pm (Mon-Fri)** yes

Any variance to the above shifts must be approved.

➤ **_____ hr shifts _____ am to _____ pm (_____ - _____)**

Regular assigned schedules will be in effect for the weeks of: June 28th to July 2nd
 and August 30th to September 3rd.

- *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.*

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.

Vacation **will not be approved** for the week of August 30th to September 3rd.

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

Summer Work Plans are due June 11, 2021.

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 28, 2021.** Submissions after this date may not be approved.

Thanks,

Approved _____