

Operations Memorandum Maintenance & Transportation Summer Hours

Date: April 29, 2022
To: All Operations Maintenance & Summer Transportation Staff
From: Chris Kerr, Director of Operations
 Lisa Phillips, 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 4, 2022 to August 26, 2022):

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

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

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 27th to July 1st
and August 29th to September 2nd.

- *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 requests **will not be approved** for the weeks of August 29th to September 9th.

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

Summer Work Plans are due June 10, 2022.

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 _____