



**ADMINISTRATOR/SECRETARY
SUMMER SCHEDULE**

This report is your official work/vacation schedule. Notify your administrator of any changes.

NAME _____ LOCATION _____

Work Schedule (dates on duty) TBD

Secretaries – 10 hours per day until August 1st

Elementary Schools	May, June & July	7:00 a.m. – 5:00 p.m.
Middle Schools	May, June & July	7:00 a.m. – 5:00 p.m.
High Schools	May, June & July	7:00 a.m. – 5:00 p.m.

Administrators – 10 hours per day until August 1st

All Schools	May, June & July
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Approved Vacation Dates (include phone number(s) you can be reached at if different from those on file in the personnel office).

Non-work Dates (administrators only)

Sick Leave Dates

Emergency Coverage: (list date(s), name & phone number(s) of administrator on call during the vacation period).

Temporary Summer Offices Locations (administrators & secretaries)

****All absences must be entered into Alio for approval prior to the absence date(s). ****

Distribution: Superintendent, Deputy Superintendent and Human Resources

Due June 1st