

Memo

Office of Human Resources and Equal Opportunity

From: Kris Lestini, Margaret McCutchen

Date: June 2008

Subject: Summer Schedule

Friday, July 4, 2008 is a holiday and all District and College offices will be closed.

<u>Summer schedules</u> (shift to 4/10 hour days, 9/80 schedules or other variations) <u>begin</u> the week after the July 4th holiday (<u>the week of July 7, 2008</u>) and <u>end August 22, 2008</u>, the Friday before the Cesar Chavez holiday (<u>August 29, 2008</u>). The week of August 25, 2008 is the return to regular schedules.

If you have any questions please contact

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or

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