

PINELLAS COUNTY SCHOOLS
EMPLOYEES REMAINING ON A 5-DAY WORKWEEK

Cost Center Name: _____ Cost Center # _____

Please list below all employees who will remain on a 5-day workweek during the summer. **Information regarding shifts in hours to work is not necessary.** Please mark employees as appropriate for Administrative, Instructional or Supporting Services.

☐ Mark here if the entire cost center will remain on the five-day workweek.

Name	Job Title	Admin	Inst	Spprt
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Principal/Supervisor Signature

Date

Administrator Approval

Date

Return to: Chief Human Resources Officer