KELLER ISD	Key Strategic Priority: 4
ADMINISTRATIVE REGULATION	Workforce
Schedule – District and Campus Summer Hours	DK (R6)

During the summer months, it is essential that our district central office and campuses continue to be accessible to the public during standard "business" hours both in person and by telephone.

Central Administration office hours are 8:00 a.m. – 4:30 p.m. Monday – Thursday during the summer when a reduced workweek is designated.

Campus summer "open to the public" business hours are 8:00 a.m. to 3:00 p.m. Monday through Thursday when a reduced workweek is designated. Due to limited staffing, the campus may close from 11:30 a.m. – 12 noon to allow staff an appropriate lunch period.

The district will determine closure of offices surrounding the Independence Day holiday and Fridays annually. Specific dates will be identified in **Attachment 1** of this Administrative Regulation. As a reminder, in order to allow for these Fridays off, district employees work 10 hour days that include a 30 minute duty-free lunch period on Monday through Thursday.

Supervisors will ensure campuses/departments are staffed appropriately during "open to the public" business hours. Employees may report early or work late or any appropriate combination, subject to supervisor approval.

If an employee is scheduled to work and takes 1-3 personal or sick days on Monday, Tuesday, Wednesday or Thursday, only one day of leave will be charged for each day off. If an employee is scheduled to work and takes the entire week off, the employee will be charged with five days of leave, as appropriate. If an employee uses compensatory time to cover an absence, the employee must use compensatory time for the actual number of hours not worked. For example, if an employee takes one day off, 10 hours of compensatory time must be used.

Elementary, intermediate and middle schools will be "closed to the public" the last week in June and the first two weeks in July. However, principals and other staff may be working during this period and should accommodate parents/prospective parents, as appropriate.

Appropriate information must be posted on your campus website, marquee, front door, telephone message, etc. It is critical that we have district-wide consistency and that we communicate this information to our stakeholders.

Cabinet-level approval is required to deviate from the work hours established by this Administrative Regulation. "District Closed" days may not be scheduled as employee work days unless it is determined that there is a district need. Exceptions will be approved only if an employee's job responsibility requires him/her to work on a "District Closed" day, e.g., payroll department to ensure bi-weekly payroll is processed during winter break.

Attachment 1

DATE ADOPTED: 08/17/2007	1 of 1
LAST REVISION: 05/06/13	ADDITIONAL POLICY CORRELATION:
CONTACT: Assistant Superintendent of Human Resources	