

WORK SCHEDULE

12 MONTH EXECUTIVE ASSISTANTS

August 1, 2026 – July 31, 2027

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KEY

- Non-Work Day/Holiday
- 4-Hour Day (no lunch)
- Professional Development/Work Day:
4-Hour Day (no lunch)



WORK SCHEDULE

9.5 Hours per Day = 9 hours work +
1/2 hour unpaid lunch