




Memorandum

To: 11 and 12-Month WSD Employees

From: Rich Montgomery, Deputy Superintendent 
Michael Kim, Executive Director 

Date: May 14, 2026

Subject: Summer 4/10 Work Hours

This memo is to inform you that this summer, the District will continue to be on the 4/10 work schedule. Employees will work 4 days per week (Monday through Thursday), 10 hours per day. On Fridays, the district will be closed.

The 4/10 work schedule will begin the week of June 22, 2026, and run through the week of August 3, 2026.

Beginning the week of August 10, 2026, the District will be back on the regular work schedule for all employees.

In addition, the week of June 29 – July 3, 2026, will be a regular workweek as Friday, July 3 is a paid holiday.

Summer 4/10 work hours will only be available between 6:00 a.m. to 6:00 p.m. **Please make sure to work out your Summer 4/10 Work Schedule with your immediate supervisor.**

If you have any questions or should you have any special circumstances, please discuss those with your department supervisor.

2025 Summer Work Schedule Summary

- Week of June 22: 4/10 Work Week: M-Th 10-hour workday; Friday, June 26, off
- Week of June 29: 4/8 Work Week: M-Th 8-hour work day; Friday, July 3, off
- Week of July 6: 4/10 Work Week: M-Th 10-hour workday; Friday, July 10, off
- Week of July 13: 4/10 Work Week: M-Th 10-hour workday; Friday, July 17, off
- Week of July 20: 4/10 Work Week: M-Th 10-hour workday; Friday, July 24, off
- Week of July 27: 4/10 Work Week: M-Th 10-hour workday; Friday, July 31, off
- Week of August 3: 4/10 Work Week: M-Th 10-hour workday; Friday, August 7, off
- Week of August 10: Resume regular 8-hour work day/40 Hour Work Week, Monday – Friday, Regular Schedule.
- Extended School Program for summer that are on a 5-day/week, Monday - Friday, calendar are excluded from this schedule.

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