



MEMORANDUM

**TO: SMCPS 11- and 12-month Employees**  
**FROM: Dr. Dale P. Farrell, Chief of Staff** *DAF*  
**DATE: March 24, 2022**  
**SUBJ: Absence Management(SmartFind Express) Input Four-Day Workweek**

For the week of June 27, eleven-month employees should work their regular hours and are not required to adjust schedules to reflect the extended work day. Any alternate work schedules should be agreed to by the 11 month employee and their supervisor.

The following dates will be made as non-work days in Absence Management. Employees *will not* be able to request leave on these dates. If they attempt to request leave on any of these dates, Absence Management will advise them of the following:

*"Start date entered is not a workday. Please select a new start date."*

July 1, 2022                      July 15, 2022                      July 22, 2022                      July 29, 2022

Employees working **35 hours per week**, who elect to **not** work the extended duty day, **must** request leave daily for the extended .25 day (or 1.75 hours).

**Example for 12-month employees regularly scheduled for 8:30 am - 4:00 pm work day:**

DATE	ABSENCE REASON	ABSENCE TYPE	START TIME	END TIME
7/12/22	Annual Leave	Custom	04:01 PM	05:46 PM

Employees working **40 hours per week**, who elect **not** to work the extended duty day, **must** request leave daily for the extended .25 day (or 2 hours).

**Example for 12-month employees regularly scheduled for 7:30 am - 4:00 pm work day:**

DATE	ABSENCE REASON	ABSENCE TYPE	START TIME	END TIME
7/12/22	Annual Leave	Custom	04:01 PM	06:01 PM

Employees requesting leave for a **full day can now post leave in one entry**, their regular full day absence, and the extended .25 day absence together, for a total of 9 hours and 15 minutes each day for 35 hour employees and 10 hours and 30 minutes for 40 hour employees (which includes a 30 minute duty-free lunch) The lunch will automatically be accounted for, showing a total leave charge of 8 hours and 45 minutes for 35 hour employees and 10 hours for 40 hour employees.

**EXAMPLE (35 hours/week employees):**

***Absence entry for the regular full day and the extended .25 day.***

DATE	ABSENCE REASON	ABSENCE TYPE	START TIME	END TIME
7/12/2022	Annual Leave	Custom	07:00 AM	04:15 PM

**EXAMPLE (40 hours/week employees):**

***Absence entry for the regular full day and extended .25 day.***

DATE	ABSENCE REASON	ABSENCE TYPE	START TIME	END TIME
7/12/2022	Annual Leave	Custom	6:00 AM	04:30 PM

Employees not taking a full day of leave during the compressed work weeks would enter a request for leave for only the hours of the absence, accounting for a 30 minute duty free lunch as appropriate.

Employees can contact the site administrators to help with the request for leave. All requests for leave created prior to the date of the memo should be reviewed and modified by the site administrators. All leave should be reviewed prior to approving to ensure leave entries are posted correctly.

***For the week of July 4-8, 2022, employees will work their regularly scheduled duty day and not the extended work day due to the 4th of July holiday being recognized on Monday, July 4, 2022.***

Attached is a memorandum from Superintendent Dr. J. Scott Smith dated March 1, 2022, pertaining to the four-day work week.

Please contact Angelia Rollins in the Department of Human Resources at 301-475-5511, x32189 or email [absence@smcps.org](mailto:absence@smcps.org) if you have questions or concerns.