



MEMORANDUM

TO: All Staff

FROM: Dr. J. Scott Smith, Superintendent

DATE: March 1, 2022

RE: Four-Day Workweek

During the summer of 2022, St. Mary's County Public Schools (SMCPS) will once again implement a four-day workweek program. The four-day workweek is for all 12-month employees. The workweek consists of Monday through Thursday for the weeks listed below:

- June 27 - July 1
 - July 11 - July 15
 - July 18 - July 22
 - July 25 - July 29
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- 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.
 - On Thursday, July 28, the duty day for 11-month staff will be 10-hours, and 11-month employees will not report to work on Friday, July 29. Affected employees not working a full 10-hour day on Thursday must use available leave for any portion of this time, with their supervisor's approval. If the entire day is taken as leave on July 28, ten hours will be deducted from the requested leave balance. The remaining four hours must be made up the following week through an individualized plan with the employee's supervisor.
 - The duty day for all 12-month employees scheduled to work during any of the four weeks will be extended by 25% of their normal work hours on Monday through Thursday, and employees will be off on Friday (sites will be CLOSED). Affected employees may use personal/annual leave for the 25% extension, with their supervisor's approval. If leave is taken on any workday, it will be assessed at 1.25% of the work hours of a normal duty day if the entire day is taken as leave. Examples are as follows:
 - Employees who regularly work 35 hours per week may work from 7:00 a.m. to 4:15 p.m. Leave must be calculated at 1.25 days for each workday absent.

- Employees who regularly work 40 hours per week may work 6:00 a.m. to 4:30 p.m. Leave must be calculated at 1.25 days for each workday absent.
- During the week of July 4 through July 8, the mandatory four-day workweek schedule will not be used due to the July 4th holiday. This week the regular work schedule will apply; i.e., a seven or an eight-hour workday.
- With the exception of the week of July 11 through July 15, all offices and buildings must be open Monday through Thursday, during the hours of 8:00 a.m. to 3:30 p.m. During the week of July 11 through July 15, a school may be closed to allow for summer vacation or annual leave for all employees.
- Summer program schedules will be adjusted to meet the four-day workweek.
- All SMCPS buildings will be closed on Friday, Saturday, and Sunday, with no weekend activities in the building, for each of the four weeks identified above. All exceptions to this will be reviewed on a case-by-case basis and approved by the Assistant Superintendent of Supporting Services. If user groups are approved for use of facilities during this period, they will be required to pay the full cost of the facility, utilities, and support staff at the overtime rate.

If you have any questions, please contact Dr. Jeff Walker, Assistant Superintendent of Supporting Services at 301-475-4256, extension 7.