

# BAY-ARENAC ISD 2011 SUMMER CALENDAR

JUNE							JULY							AUGUST						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	<del>4</del>	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
							31													

**Summer Hours:** June 6 through June 24, 2011 – 7:30 a.m. to 4:00 p.m.

Effective Monday, August 22, 2011 we will go back to regular hours.

**Offices Open/Work Schedule – Starting Monday, June 27, 2011 (Four, ten-hour days)**

Monday through Thursday: 7:00 a.m. to 5:00 p.m.

Lunch: 38 minutes

If you request a day off with pay (sick day or vacation day) the following would be recorded:

One whole day = 1.25

One half day = .5 (You would work 5 hours and 37 minutes, 7:00 a.m. to 12:37 p.m.)

One quarter of a day = .25 (You would work 7.5 hours, 7:00 a.m. to 3:10 p.m.)

**Offices Closed:**

Every Friday the weeks of July 1 through August 19, 2011= eight weeks

**Holiday – Offices are closed: Monday, July 4, 2011 (In observance of Fourth of July)**

**Opening Day Event – for all staff: Wednesday, August 31, 2011**

\*All checks/expense reimbursements will be mailed on Thursday of pay week.