



Cumberland County Schools

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SUPERINTENDENT

May 8, 2017

MEMORANDUM

TO: All Personnel

FROM: Frank Till, Superintendent

SUBJECT: 2017 Summer Schedule

Because the **July 4th** holiday is being observed on a **Tuesday**, ALL personnel will follow the regular work schedule of 8:00 a.m. – 5:00 p.m. with one hour for lunch during the week of **July 3 – July 7, 2017**.

There will be no alterations in the Summer Schedule for individual employees or groups of employees, except as approved by the Superintendent. All schools should be open and staffed during the listed hours of operation. Schools and school offices should not be closed without prior approval from the Superintendent. Please arrange leave days to ensure coverage for phone calls and school/office visits.

All schools and school offices will adhere to the following summer schedule:

Dates	Schools	Hours:
May 29 – July 28, 2017	ABWHS, CCECHS, CIECHS, CPHS	Monday – Thursday 7:30 a.m. – 5:30 p.m. Lunch – 25 minutes Friday Closed
June 12 – June 30, 2017	Year-Round Schools	
June 12 – August 11, 2017	Traditional Schools	

Teacher Return Dates for 2017-2018

Thursday, July 6, 2017	Year-Round Teachers
Monday, July 31, 2017	A.B. Wilkins HS, Cross Creek Early College, Cumberland International Early College, and Cumberland Polytechnic HS Teachers
Thursday, August 17, 2017	Traditional Teachers

Central Services' summer dates are June 12 – August 11, 2017. Offices will be open Monday through Friday. All departments are to be staffed during the listed hours of operation. Please arrange leave days to ensure coverage for phone calls and visitors. All employees will work one of the following schedules as approved by the appropriate Superintendent:

Date	Location	Hours:		
June 12 – *August 11, 2017	Central Services	Monday – Thursday 7:30 a.m. – 5:30 p.m. Lunch – 25 minutes	OR	Monday – Thursday 8:00 a.m. – 5:00 p.m. Friday 8:00 a.m. – 12:00 p.m. Lunch – 25 minutes

Lunch breaks are based upon your regular lunch schedule:

Location	Regular Lunch Schedule	Summer Lunch Break
Central Services	12:00 – 1:00 p.m.	12:35 – 1:00 p.m.
	1:00 – 2:00 p.m.	1:00 – 1:25 p.m.

****NOTE: Employees using TACS will not clock out for Summer Lunch, except during the week of July 3 – July 7.**