

Anne Arundel County Public Schools **2020 Schedule for the 4-day Work Weeks: June 24 – August 25**

To find out how many hours you will work each day from June 24 through August 25...

1 Find your Work Unit ↓ Number of paid hours per week		2 If you work Regular Hours... (Hourly equivalent of 6 days of Annual Leave will be charged—one for each Friday) Exceptions to working the extended day hours is by your supervisor's written approval only .			3 If you work Extended Hours... (Hourly equivalent of 1.25 days of leave will be charged for each full day of leave taken)		
		Full Day <i>Includes required 30-minute unpaid lunch</i>	1/2 Day (No Lunch)	1/4 Day (No Lunch)	Full Day <i>Includes required 30-minute unpaid lunch</i>	1/2 Day (No Lunch)	1/4 day (No Lunch)
Unit 1	37 Hours 30 Minutes	8 Hours	3 Hours 45 Minutes	—	9 Hours 52 Minutes	4 Hours 41 Minutes	—
Unit 2	40 Hours	8 Hours 30 Minutes	4 Hours	—	10 Hours 30 Minutes	5 Hours	—
Unit 3	20 Hours	4 Hours (no lunch)	2 Hours	1 Hour	5 Hours 30 Minutes	2 Hours 30 Minutes	1 Hour 15 minutes
	30 Hours	6 Hours 30 Minutes	3 Hours	1 Hour 30 Minutes	8 Hours	3 Hours 45 Minutes	1 Hours 52 Minutes
	40 Hours	8 Hours 30 Minutes	4 Hours	2 Hours	10 Hours 30 Minutes	5 Hours	2 Hours 30 Minutes
Unit 4	35 Hours	7 Hours 30 Minutes	3 Hours 30 Minutes	1 Hour 45 Minutes	9 Hours 15 Minutes	4 Hours 22 Minutes	2 Hours 11 Minutes
Unit 4 School-based Secretaries*	27 Hours 30 Minutes	6 Hours	2 Hours 45 Minutes	1 Hour 23 Minutes	7 Hours 22 Minutes	3 Hours 26 Minutes	1 Hour 43 minutes
Unit 4	Part time 20 Hours	4 Hours (no lunch)	2 Hours	1 Hour	5 Hours 30 Minutes	2 Hours 30 Minutes	1 Hour 15 minutes
Unit 5	40 Hours	8 Hours 30 Minutes	4 Hours	—	10 Hours 30 Minutes	5 Hours	—
Unit 6	40 Hours	8 Hours 30 Minutes	4 Hours	—	10 Hours 30 Minutes	5 Hours	—

Work hours for July 1, 2, 6, and 7.

Because AACPS is **closed on July 3**, in commemoration of Independence Day, employees will work their **regular** hours (regular summer hours for SAAAAC) **and are not required to use leave**.

4-day Work Week Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
4-day Week Hours Begin		June 24	June 25	June 26 Closed
June 29	JUNE 30	JULY 1 Regular Hours \$	JULY 2 Regular Hours	JULY 3 Closed
JULY 6 Regular Hours	JULY 7 Regular Hours	JULY 8	JULY 9	JULY 10 Closed
JULY 13	JULY 14	JULY 15 \$	JULY 16	JULY 17 Closed
JULY 20	JULY 21	JULY 22	JULY 23	JULY 24 Closed
JULY 27	JULY 28	JULY 29 \$	JULY 30	JULY 31 Closed
AUGUST 3	AUGUST 4	AUGUST 5	AUGUST 6	AUGUST 7 Closed
AUGUST 10	AUGUST 11	AUGUST 12 \$	AUGUST 13	AUGUST 14 Closed
AUGUST 17	AUGUST 18	AUGUST 19	AUGUST 20	AUGUST 21 Closed
AUGUST 24	AUGUST 25	4-day Week Hours End		

*School-Based Secretaries

Regular Summer Hours begin June 17.
Extended Day Hours June 24–August 25.
Regular Summer Hours resume on August 26.
Regular School Year Hours resume on August 27.

**Memorandum of Understanding between the Secretaries and Assistants Association of
Anne Arundel County and the Board of Education of Anne Arundel County**

This document constitutes a Memorandum of Understanding (MOU) between the Board of Education of Anne Arundel County and the Secretaries and Assistants Association of Anne Arundel County (SAAAAC) regarding a four (4) day work week schedule effective **June 24, 2020, through August 25, 2020**. AACPS is committed to accommodating the needs of its employees. Managers and supervisors will make every effort to work with employees to accommodate their scheduling needs and hardship situations. The following modifications will be made to the Negotiated Agreement during the aforementioned time period:

ARTICLE 4 – WORKING HOURS AND WORKING CONDITIONS

Employees will schedule their regular weekly hours within four (4) days each week. Schedules will be determined by employees ensuring building coverage and business needs are met as determined by the employee's supervisor. Conflicts in employees' choice in scheduling will be determined by seniority within their work site.

ARTICLE 9 – SICK LEAVE*

Employees who work extended hours shall have the equivalent of 1.25 days deducted from their sick leave balance for every day an employee takes of leave to accommodate the increased hours of work during this time.

Employees who work their regular hours during the week shall have the equivalent of one (1) day deducted from their sick leave balance for every one (1) day of leave an employee takes.

ARTICLE 10 – VACATION AND ANNUAL LEAVE*

Employees who work extended hours shall have the equivalent of 1.25 days deducted from their vacation/annual leave balance for every one (1) day of leave an employee takes to accommodate the increased hours of work during this time.

Employees may work their regular hours during the week if they take one (1) day of annual leave each week with the approval of their supervisors.


The terms and conditions of this memorandum were agreed to by the undersigned representatives.

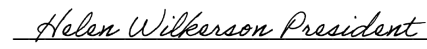
For the Board:

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For SAAAAC:


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