



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: May 25, 2016

SUBJECT: Discussion/Approval of Summer Work Schedule

RATIONALE/NEED: The Administrative Office staff is recommending working the four (4) day week this summer. The day will begin at 7:00 a.m. and end at 6:00 p.m. including one (1) hour for lunch.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Summer Work Schedule Calendar

INITIATED BY: Teresa Flores, Executive Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL:

Handwritten signatures and initials:
- "for TF" (written twice)
- "for Teresa Flores" (written once)
- A large signature that appears to be "Teresa Flores" written over a horizontal line.

2016

SUMMER WORK SCHEDULE

Monday - Thursday
7:00 a.m. – 6:00 p.m.
Friday - OFF

JUNE 2016				
Mon	Tue	Wed	Thu	Fri
		1 8:00-5:00	2 8:00-5:00	3 8:00-5:00
6 1 st Phase Begins 7:00-6:00	7 7:00-6:00	8 7:00-6:00	9 7:00-6:00	10 OFF
13 7:00-6:00	14 7:00-6:00	15 7:00-6:00	16 7:00-6:00	17 OFF
20 2 nd Phase Begins Office Closed	21 Office Closed	22 Office Closed	23 Office Closed	24 Office Closed
27 Office Closed	28 Office Closed	29 Office Closed	30 Office Closed	

JULY 2016				
Mon	Tue	Wed	Thu	Fri
				1 Office Closed
4 Holiday	5 Office Closed	6 Office Closed	7 Office Closed	8 Office Closed
11 Office Closed	12 1 st Phase Returns 7:00-6:00	13 7:00-6:00	14 7:00-6:00	15 OFF
18 7:00-6:00	19 7:00-6:00	20 7:00-6:00	21 7:00-6:00	22 7:00-11:00
25 Regular Work Schedule 8:00-6:00	26 2 nd Phase Returns 8:00-6:00	27 8:00-6:00	28 8:00-6:00	29 8:00-6:00

Policy Council Approval:
 Commissioners' Court Approval: