

**Lincoln Public Schools
Lincoln, Massachusetts**

SCHOOL COMMITTEE MEETING OF MARCH 20, 2025

6.0 TIME SCHEDULED APPOINTMENTS

AGENDA ITEM:

6.3 Discussion and Vote to Approve the Shift to Summer Work Hours

Supporting Documents: ☐ Enclosed ☒ N/A ☐ Forthcoming

RECOMMENDED ACTION:

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Information Only

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Discussion/Review

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First Reading

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Second Reading

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VOTE to:

Approve full-year employees shift to summer hours.

BACKGROUND:

School Committee will be asked to approve the following shift to summer hours for full-year employees only. Facilities Director Brandon Kelly will work with the custodial staff to create a staggered schedule for summer hours to cover the full five-day workweek.

Beginning Monday, June 23, 2025 and continuing through Friday, August 15, 2025, the School Department will shift to a four-day workweek with office hours from 7:00 a.m. to 5:00 p.m. Monday through Thursday. During this eight-week period, the Central Office will be closed on:

Friday, June 27
Friday, July 4 – closed for 4th of July holiday
Friday, July 11
Friday, July 18
Friday, July 25
Friday, August 1
Friday, August 8
Friday, August 15

- Employees are expected to work the same total number of hours in four days as they would work during a five-day workweek.
- Any days taken off during this eight-week period will count as 1.25 days.
- Schools and offices will be closed on Thursday, June 19, 2025 in observance of Juneteenth.
- Schools and offices will also be closed on Friday, July 4, 2024 in observance of the Fourth of July holiday. Work hours for the week of Monday, 6/30 – Thursday, 7/3 will be 7:30-4:00 for a total of 40 hours.

Note: School-year secretaries return to work on Monday, August 18, 2025 (per contract, one week before returning faculty members report).

FACILITATOR AND INVITED GUESTS: