



Department of Business Operations
Division of Business Operations

Memorandum

To: Principals, Departments, and Building Managers

From: James Crochet, Chief Business Operations Officer

John McCann, Chief Operations Officer

Date: April 9, 2025

Re: 2025 Summer Work Schedule - Monday, May 26, 2025 through Friday, August 1, 2025

The East Baton Rouge Parish School System will return to the summer work schedule effective the week of Monday, May 26, 2025. The summer work schedule will remain in effect through Friday, August 1, 2025. **All employees will resume regular hours on Monday, August 4, 2025.**

All personnel are expected to be present and working at their facilities from 7:00 a.m. to 5:00 p.m. (10 hours per day X 4-week days = 40 hours per work week, less ½ hour lunch per day). All offices and school sites will be open to the public from Monday through Thursday from 7:00 a.m. to 5:00 p.m. during this summer work schedule. Employees will answer the phones and provide access to the public for this entire expanded workday during the summer. Facility managers may be required to arrange alternate schedules at their site due to previously approved 5-day programs.

Each facility manager is expected to make arrangements for building security, deliveries, and to designate emergency contacts for the summer work scheduled period. It is the expectation of district administration that lunch and vacation schedules be coordinated to ensure all offices are appropriately staffed to provide exemplary customer service. Consequently, administrators and executive secretaries cannot be off campus at the same time or on the same date. For purposes of this schedule, staffing the office with 10-month teachers, custodial or janitorial personnel who have "other" duties is prohibited. Additionally, volunteers are prohibited from assuming office duties, without the direct on-campus supervision of an administrative team member. Each employee must work a full forty-hour week or be charged with the equivalent number of hours of annual leave and/or sick as deemed appropriate. **Monday, May 26, 2025, Thursday, June 19, 2025 and Thursday, July 3, 2025 will be recognized as 10-hour holidays.** During the summer schedule, the pony will operate only on a Tuesday and Thursday basis as follows: *Tuesday, May 27, 2025 through Thursday, July 31, 2025. Regular daily delivery will resume on Monday, August 4, 2025.*

APPROVED:

Lamont Cole,

Superintendent of Schools

