MEMORANDUM

DATE:		
TO:		
FROM:		
SUBJECT:		
SUBJECT.		

There will be two (2) work weeks scheduled where all staff will work 8-hour workdays: May 27 – May 31 and July 29 – August 2. This is necessary to comply with the Fair Labor Standards Act (FLSA) regulation and to reconcile the number of hours worked in the summer for payroll purposes.