

Summer 32 Hour Workweek Pilot Exemption Request

During the period of June 22, 2026 through August 14, 2026 the District will be engaging in a 32-Hour Summer Workweek Pilot. Employees participating in the summer schedule will enter eight hours of ATT – Administrative Time Taken each week. If any employee cannot participate in the 32-hour summer schedule due to increased workload, an exemption form and Chancellor approval is required.

Employee Name: _____
 Employee ID: _____
 Department: _____
 Division/Campus: _____

	Requested Hours to Be Work	Administrative Time Taken
Week of June 22	_____	_____
Week of June 29	_____	_____
Week of July 6	_____	_____
Week of July 13	_____	_____
Week of July 20	_____	_____
Week of July 27	_____	_____
Week of August 3	_____	_____
Week of August 10	_____	_____

Reason for Exemption Request:

Requested By: _____ 1st Line Supervisor/Manager
 Recommended By: _____ Cabinet Member
 Approved Denied _____ Greg Smith, Chancellor

 Email completed form to Chancellor_Smith@sdccd.edu