

TO: Food Service Employees

FROM: Nada Alamaddine, Director of Human Resources, Non-Instructional NA
Jeffrey Murphy, Food Service Coordinator

RE: Food Service Employees Schedule During Ramadan

DATE: March 4, 2024-**Updated: 4/15/2024**

CC: Courtney Burrows, Senior Director of Food Service, SFE
Payroll Department

Dear Food Service Employees,

This memo is to inform you of a voluntary ~~paid~~ **unpaid** time off opportunity available between March 11th and April 8th of 2024. Due to an anticipated low number of prepared lunches during the Holy month of Ramadan, we are offering Food Service employees the flexibility to schedule a non-work day with their supervisor's approval. If your lunch counts are not affected during this time, time off will not be granted.

Here's how it works:

- Employees can voluntarily request a full day off (no half-day requests).
- Approval will be granted on a first-come, first-served basis with a focus on maintaining adequate kitchen staffing levels.
- In the event of overlapping requests for the same day, the employee with the highest seniority date will be given priority.
- To request a day off, please use code #37 No Pay/No Student when submitting your request through the usual scheduling system.
- Managers will note this absence as “Ramadan”.

This opportunity is on a voluntary basis only. The final schedule will be prepared by the Kitchen Manager and submitted to Mr. Murphy and Ms. Burrows for approval to ensure smooth operations. The schedule will prioritize a rotational approach and should be submitted to Mr. Murphy and Ms. Burrows **no later than March 8, 2024.**

For any questions, please don't hesitate to contact your supervisor or the Human Resources Department.