

Office Hours

Section 1. General. The East Allen County Schools will observe the following guidelines to determine hours the offices will be open unless specific deviation is granted by the Superintendent:

Section 2. School Year Hours. These hours will be observed beginning the Monday prior to the first day of school in the Fall and ending on the Friday after the last day in the Spring as defined by the official school calendar (Policy 6111).

Central Office - 7:30 a.m. - 4:15 p.m.
Schools - 7:00 a.m. - 4:00 p.m.

Section 3. Summer Hours. Those days which do not fall within the guidelines for "school year hours" as defined above.

All Offices - 7:00 a.m. - 3:30 p.m.

Section 4. Lunch Period. The lunch period will be adjusted to reflect a total of eight (8) work hours upon which pay will be computed.