



Town of Windham

Office of the Town Manager
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To : All Town Hall Employees
From : Barry Tibbetts
Date : May 16, 2023
Re : New Town Hall hours

IMPORTANT: Effective June 21, 2023, Windham Town Hall will be **open to the public** as follows:

Monday: 7am – 5pm
Tuesday: 7am – 6pm
Wednesday: 7am – 5pm
Thursday: 7am – 4pm
Friday: CLOSED TO THE PUBLIC

What's new for you?

Employees will now work a 4-day, 40-hour work week as follows:

Monday: 7am – 5:30pm (10 hours)
Tuesday: 7am – 6:30pm (11 hours)
Wednesday: 7am – 5:30 pm (10 hours)
Thursday: 7am – 4:30pm (9 hours)

NOTE: Department Heads will have some flexibility in scheduling staff. Those employees that are unable to work this schedule on a regular basis should reach out to their supervisor to see what adjustments can be made as soon as possible.

This new 4-day schedule gives employees:

- more actual holiday hours;
- Forty-seven (47) 3-day weekends; and
- Five (5) 4-day weekends.

Why we are excited about this?

In switching to a 4-day work week, it is our hope that employees will be able to get an early start on their weekends, which frees up time for recreational and personal activities, and opens days when they are able to just have fun! Studies have shown that a 4-day work week improves employee health in numerous ways – reducing anxiety and stress and enabling better sleep and more time for exercise. While work/life balance looks different to everyone, it is our goal that this new schedule will give employees a little more weekend time to do what is important for them.

What about holidays?

Any employee regularly scheduled to work on the day observed as a holiday will be paid for the number of hours normally worked. What about the day after Thanksgiving? Employees will still have that day off, but it will no longer be considered a paid holiday unless it is their regularly scheduled day to work.