

Green v. Hromatka

Case ____ - ____ RBW

Exhibit 5.2 of ____

WRC Exhibit 05.2 Embassy Work Schedule Policy

MANAGEMENT NOTICE

Embassy of the United States of America
Freetown, Sierra Leone

Number: 23-07
Date: 07/23/2007

To: All Mission Employees

Subject: **Embassy Hours of Operation**

This is a reminder of the Embassy hours of operation. The 40-hour work schedule is:

Monday to Thursday: 0800 - 1715 $9.25 - 5 = 4.75 \times 4 = 19$
Friday: 0800 - 1300 $= 5$
40

The schedule includes a 30 minute lunch break Monday to Thursday with no lunch break on Friday. Because of limited capacity of the cafeteria, employees are asked to select one of three lunch slots: 1200-1230, 1230-1300, 1300-1330. The employee's choice must be approved by his/her supervisor and confirmed by the human resources office.

There are no formal coffee/tea/snack breaks, but it is assumed that employees may want to purchase such items to consume at their desks during the cafeteria's operating hours.

This schedule has been prompted by the longer commute that most employees, especially FSNs, have to the Embassy.

Thru: Ambassador Thomas N. Hull
From: Sal Piazza, Management Officer

~~_____~~ = ~~_____~~
M - THUR 0715 - 1630 = $8.75 \times 4 = 35$
FRI 0715 - 1245 = 5
1215 = 5 W/NO LUNCH