



**THE ADVENT SCHOOL**  
**OFFICE ORDER**  
**SUMMER BREAK EXTENDED FOR TEACHING STAFF**

21<sup>st</sup> May 2024

1. **Amidst ongoing heatwave conditions, summer break for all teachers is being extended till 25<sup>th</sup> June 2024. All teachers are now expected to report on duty from 26<sup>th</sup> June 2024 as per timings 9am to 1pm.**
2. However, school office will remain open 8am to 12noon. Ms. Charmi will remain on paid leave from 3<sup>rd</sup> June 2024 to 8<sup>th</sup> June 2024. Ms. Vandana will be in charge of office in her absence and discharge all duties in coordination with Ms. Charmi. Mr. Kushagra will remain absent without pay for the entire month of June 2024. Ms. Vandana, as compensation of her office duty, will be awarded paid leave from 21<sup>st</sup> June 2024 to 27<sup>th</sup> June 2024. She will report on duty after Summer Break on 28<sup>th</sup> June 2024.

**PRINCIPAL**