



Office of Human Resources

OPTION SHEET FOR SUMMER FOUR-DAY WORK WEEK SUMMER 2020

The current policy regarding the University's summer four-day work week, as adopted by the Council of Presidents at its meeting on May 2, 1994, offers each college the choice of operating the traditional five (5) day per week schedule or the extended four (4) day per week schedule during a designated period in the summer.

*The four-day workweek is in effect from **Monday, June 22, 2020 through Friday, August 7, 2020**, not inclusive of the July 4th week. The Independence Day holiday will be observed on Friday, July 3, 2020, and during that week, staff shall have four regular, un-extended workdays on Monday, Tuesday, Wednesday, and Thursday.*

Please be mindful that if you have, or will accumulate, excess annual leave that places you over your annual leave cap, you should be coordinating with your supervisor to bring your excess leave below your annual leave cap. You can confirm your annual leave through HR Assist on the Balance Inquiry page.

Instructions: Please choose the schedule you will work during the summer four-day work week period by checking off the appropriate box below.

NAME: (Please Print) _____

DEPARTMENT: _____

TITLE: _____

Choose one:

OPTION 1: LONG WORK DAY 8:15 A.M. – 5:30 P.M.
(30 minute lunch period)

OR

OPTION 2: SHORT WORK DAY 9:00 A.M. – 5:00 P.M.
(One hour lunch period; Fridays charged to annual leave)

EMPLOYEE'S SIGNATURE: _____

SUPERVISOR'S SIGNATURE: _____

The completed form should be emailed to ohr.payroll@qc.cuny.edu by Friday, June 5, 2020.