



## **OPTION SHEET FOR SUMMER FOUR-DAY WORK WEEK SUMMER 2016**

The University has shared with the Campus the summer four-day workweek plan for 2016.

*"The current policy regarding the University's summer four-day workweek, as adopted by the Council of Presidents at its meeting of 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. A copy of the policy is attached for your information and review.*

*For the 2016 summer, the four-day workweek program shall be in effect during the period Monday, June 20, 2016, through Friday, August 5, 2016, excluding the workweek that includes Independence Day (observed on Monday, July 4, 2016). Practices for the workweek including Independence Day shall be the same as in the preceding years. The Independence Day holiday will be observed on Monday, July 4, 2016 and during that week, staff shall have four regular un-extended workdays on Tuesday, Wednesday, Thursday and Friday."*

**\*\*Please be mindful that if you have or will accumulate excess annual leave that places you over your annual leave cap, you should be making plans, together with your supervisor, to bring your excess leave below your annual leave cap. You can confirm your annual leave through HRAssist in the Balance Inquiry page.**

**Instructions: Please choose the schedule you will work.** This form should be forwarded to OHR – Compensation and Benefits – Kiely Hall Room 151 by June 3<sup>rd</sup>, 2016.

NAME: (Please Print) \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

TITLE: \_\_\_\_\_

**CHOOSE ONE:**

<input type="checkbox"/>	<b>OPTION 1:</b>	<b>LONG WORK DAY 8:15AM – 5:30PM (30 MINUTE LUNCH BREAK)</b>
<input type="checkbox"/>	<b>OPTION 2:</b>	<b>SHORT WORK DAY 9AM – 5PM – FRIDAY CHARGED TO ANNUAL LEAVE (ONE HOUR LUNCH PERIOD)</b>

EMPLOYEE SIGNATURE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_