



Office of Human Resources

**OPTION SHEET FOR SUMMER FOUR-DAY WORK WEEK  
SUMMER 2024**

*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 University will implement the four-day summer work week during the period of Monday, June 10, 2024 through Friday, August 9, 2024 excluding the workweek that includes Juneteenth (observed on Wednesday, June 19th) and Independence Day (observed on Thursday, July 4th). During those two workweeks, staff will work regular, un-extended workdays on the other 4 workdays.***

*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)

**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:** \_\_\_\_\_

Completed forms should be emailed to [ohr.payroll@qc.cuny.edu](mailto:ohr.payroll@qc.cuny.edu) no later than May 31, 2024.