

SENT ON BEHALF OF LEE KELLY, ASSISTANT VICE PRESIDENT

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.

As has been the practice in the past, the Building and Grounds staff, including custodial and skilled trades staff members, and the Public Safety staff will follow their regular five-day work schedules during the summer.

Staff members may follow one of the work schedules listed below. For individuals selecting the long work day, the 35-hour work week will be consolidated into four days, Monday through Thursday. Any annual or sick leave days used during this period will be charged as 1 day and 1 $\frac{3}{4}$ hours. Individuals wishing to work their regular hours may continue to do so, and will be charged 1 day of annual leave on Fridays.

LONG WORK DAY: 8:15 A.M. – 5:30 P.M. WITH A 30 MINUTE LUNCH PERIOD

SHORT WORK DAY: 9:00 A.M. – 5:00 P.M. WITH A ONE HOUR LUNCH PERIOD

FRIDAYS WILL BE CHARGED TO ANNUAL LEAVE

Any deviation from these schedules will require the prior approval of the staff member's immediate supervisor and the Office of Human Resources. Supervisors are responsible for ensuring that employees adhere to the hours of the altered schedule. If working a four-day schedule creates a hardship, the employee should discuss the matter with Human Resources to determine whether an accommodation is possible.

Employees are required to complete the attached summer four-day work week option form and email it back ohr.payroll@qc.cuny.edu no later than May 31, 2024.

If you have any questions or concerns, please email the Compensation and Benefits unit at ohr.payroll@qc.cuny.edu.