

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 9, 2025 through Friday, August 15, 2025** excluding the workweeks that includes Juneteenth (observed on Thursday, June 19th) and Independence Day (observed on Friday, 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 30, 2025** and indicate "**Summer Option**" in the subject line of the email. You may also find these same documents and notice on our Compensation webpage.

Annual Leave:

Please note that the 2023–2027 PSC-CUNY Agreement permanently extends the deadline to December 31 for instructional staff employees to use any accrued leave days in excess of the 45-day maximum carryover. The University will also be extending the deadline to

December 31 for all other full-time employees, including blue and white collar classified staff, to use any accrued leave days in excess of their maximum carryover. Unscheduled Holidays from the time and leave year ending August 31, 2025, will not be carried over and must be used by August 31, 2025, or they will be forfeited.

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