



From the Office of Human Resources

May 24, 2021

Four-Day Summer Workweek 2021

Dear Faculty and Staff,

The University will be scheduling the four-day summer workweek during the period of **Monday, June 21, through Friday, August 13, 2021**. The week of the Independence Day holiday, observed on Monday, July 5, will be excluded. During that week, staff shall work their four regular, un-extended workdays on Tuesday, Wednesday, Thursday, and Friday.

As has been the practice in past years, the Building and Grounds staff, including Custodial and 220 (skilled trades) staff members, and Public Safety staff, will follow their regular five-day schedules during the summer.

The 35-hour workweek will be consolidated into four days, Monday through Thursday. Staff members may follow one of the work schedules listed below. A day of annual or sick leave used during this period will be charged as 1 day and 1¾ hours. Individuals wishing to work their regular hours may continue to so but will be charged one day of annual leave on each of the Fridays.

35-Hour Schedule

8:00 am–5:15 pm

8:30 am–5:45 pm

9:00 am–6:15 pm

(All schedules allow for a 30-minute lunch.)

8:00 am–5:30 pm

8:30 am–6:00 pm

9:00 am–6:30 pm

(All schedules allow for a 45-minute lunch.)

Staff members in each department who work a 35-hour week should choose one of the schedules listed and advise their supervisor. Supervisors will review and approve the schedule based on the needs of the office. Each supervisor will be sent a Summer Work Schedule 2021 spreadsheet to list the schedules for the office and email it to the Office of Human Resources at Human.Resources@baruch.cuny.edu using the subject line “Summer Workweek 2021.” The deadline for submission is **Friday, June 11**.

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 for an employee, it should be discussed with me to determine whether an accommodation is possible.

Please contact me at [via email](#) with any questions regarding this matter.

Sincerely,

Andrea Caviness
Executive Director of Human Resources

The logo for Baruch College, featuring the word "Baruch" in a large, bold, serif font above the word "COLLEGE" in a smaller, all-caps, sans-serif font.The logo for CUNY The City University of New York, featuring the letters "CU" stacked above "NY" in a large, bold, sans-serif font, with the words "THE CITY UNIVERSITY OF NEW YORK" in a smaller, all-caps, sans-serif font to the right.