

From the Office of Human Resources

April 26, 2019

Four-Day Summer Workweek 2019

Dear Faculty and Staff,

The University will be scheduling the four-day summer workweek during the period of **Monday, June 24, through Friday, August 9**. The week of the Independence Day holiday, observed on Thursday, July 4, will be excluded. During that week, staff shall work their four regular, unextended workdays on Monday, Tuesday, Wednesday, and Friday.

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

Summer Workweek Schedules

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 or an unscheduled holiday on each of the six Fridays. *Remember:*

Unscheduled holidays need to be used by Friday, August 30.

35-Hour Schedules with a 45-Minute Lunch Break

8 am–5:30 pm

8:30 am–6 pm

9 am–6:30 pm

35-Hour Schedules with a 30-Minute Lunch Break

8 am–5:15 pm

8:30 am–5:45 pm

9 am–6:15 pm

Staff members in each department who work a 35-hour week should choose one of the schedules listed and complete the [Four Day Summer Work Week Form](#). Supervisors will review and approve the schedule based on the needs of the office. Additionally, each department/office is required to complete and submit one form for the entire unit, which should be saved and emailed to the Office of Human Resources at Human.Resources@baruch.cuny.edu using the subject line "Four-Day Summer Workweek 2019." The deadline for submission is **Friday, May 31**.

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 646-660-6596 or via [email](#) with any questions regarding this matter.

Sincerely,

Andrea Caviness
Executive Director of Human Resources

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