



Borough of Manhattan Community College
The City University of New York
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TO: Executive Compensation Plan
Instructional Staff, Non-Teaching
Civil Service Staff
Excluding B & G Plant Operations & Campus Security
FROM: Gulen Zubizarreta
RE: Summer Work Schedules – Options for Four-Day Week – 2024
DATE: May 20, 2024

CUNY’s four-day summer workweek will be in effect from Monday, June 10, 2024, through Friday, August 9, 2024, excluding the workweeks that include Juneteenth (observed on Wednesday, June 19th), and Independence Day (observed on Thursday, July 4th). Employees will work four (4) regular un-extended seven-hour days those two weeks (Monday, Tuesday, Thursday & Fri. the week of June 19th and Monday, Tuesday, Wednesday, Friday, the week of July 4th). During the other four-day summer workweeks, the College will be closed on these Fridays: June 14th, June 28th, July 12th, July 19th, July 26th, August 2nd, and August 9th.

DC37 Local 924 has not agreed to CUNY four-day summer workweek for Laborers. Laborers who wish to work a four-day week may request working four regular days and requesting Fridays off.

Please select and check the scheduled option you prefer and return this form to officeofhumanresources@bmcc.cuny.edu on or before June 3rd, 2024.

OPTION 1 35-HOUR WEEK

Work Monday through Thursday, 8 3/4 hours per day (1 3/4 hours extra per day). 8:30 a.m. to 6:00 p.m. – 45-minute lunch period. Off on Friday – no charge to annual leave.

If you take an annual or sick day, you will be charged for the number of scheduled work hours – 8 3/4 hours.

OPTION 2 28-HOUR WEEK

Work your regular 7-hour schedule, Monday through Thursday. Charge one-day annual leave for Friday.

If you elect Option 2, please submit an approved application for leave form to request the 7 Fridays and other projected annual leave.

NOTE: THE SUMMER WORK SCHEDULE YOU SELECT AT THIS TIME CANNOT BE CHANGED AFTER JUNE 10, 2024.

Name (Print) _____

Signature _____ Date: _____

Department _____

Supervisor’s Signature _____

Date: _____

cc: EOC