



Human Resources

Borough of Manhattan Community College
The City University of New York
www.bmcc.cuny.edu

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TO: Executive Compensation Plan
Instructional Staff, Non-Teaching
Civil Service Staff
Excluding B & G Plant Operations & Campus Security

FROM: Julio Izquierdo

RE: Summer Work Schedules – Options for Four-Day Week – 2026

DATE: April 29, 2026

CUNY’s four-day summer workweek will be in effect from Monday, June 8, 2026, through Friday, August 14, 2026, excluding the workweeks that include Juneteenth (observed on Friday, June 19th), and Independence Day (observed on Friday, July 3rd). Employees will work four (4) regular un-extended seven-hour days (Monday, Tuesday, Wednesday, and Thursday) in each of the following weeks: the week of June 15th and the week of June 29th. During the other four-day summer workweeks, the College will be closed on these Fridays: **June 12th, June 26th, July 10th, July 17th, July 24th, July 31st, August 7th, and August 14th.**

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 1, 2026.

OPTION 1 35-HOUR WEEK

Work Monday through Thursday, 8 ¾ hours per day (1 ¾ 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 ¾ 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 8 Fridays and other projected annual leave.

NOTE: THE SUMMER WORK SCHEDULE YOU SELECT AT THIS TIME CANNOT BE CHANGED AFTER JUNE 8, 2026

Name (Print) _____

Signature _____ Date _____

Department _____

Supervisor’s Signature _____ Date _____

cc: EOC