

Summer Hours Program Options

35 Hour Work Week

I have been advised that I have the following options with regard to my work schedule for the summer of 2018, for the period of Monday, June 25, 2018 through Friday, August 10, 2018.

- A. Working Monday through Thursday, 8:30am to 6:00pm, an 8 hour and 45 minute schedule with 45 minutes for lunch, and no charge to annual leave. (35 hour week)

-Or-

- B. Working Monday through Thursday, the regular 7 hour schedule with one hour for lunch, and 7 hours of annual leave charged on Friday. (35 hour week)

I am hereby electing to follow Option ____ above.

If you are electing option 'A' and are working a schedule other than 8:30am to 6:00pm, please indicate the schedule you will be working: _____

Your Name _____

Your Signature _____

Supervisor's signature _____

Date _____

Send to: TLACKAYE@hostos.cuny.edu **OR** by hand to Human Resources - B215