

# Summer Hours Program Options

## 40 Hour Work Week

I have been advised that I have the following options with regard to my work schedule for the summer of 2021, for the period of Monday, June 21, 2021 through Friday, August 13, 2021.

- A. Working Monday through Thursday, a 10 hour schedule with 30 minutes for lunch, and no charge to annual leave. (40 hr. week)

**-Or-**

- B. Working Monday through Thursday, the regular 8 hour schedule with 30 minutes for lunch, and 8 hours of annual leave charged on Friday. (40 hr. week)

I am hereby electing to follow Option \_\_\_\_\_ above.

If you are electing option 'A' please indicate the shift you will be working. Please note that the shift you work must cover 10 hours and 30 minutes (e.g. 7am to 5:30pm, etc.): \_\_\_\_\_

Your Name \_\_\_\_\_

Your Signature \_\_\_\_\_

Supervisor's signature \_\_\_\_\_

Date \_\_\_\_\_

Send to: [IRROSARIO@hostos.cuny.edu](mailto:IRROSARIO@hostos.cuny.edu)

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