



Human Resources

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

199 Chambers Street
New York, NY 10007-1097
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TO: Executive Compensation Plan
Instructional Staff, Non Teaching
Civil Service Staff
College Assistants (on a 35-hour week)
Excluding B & G Plant Operations & Campus Security

FROM: Office of Human Resources

RE: Summer Work Schedules – Options for Four-Day Week – 2009

DATE: March 30, 2009

BMCC’s four-day summer workweek will be in effect from Monday, June 22, through Friday, August 7, 2009. The College will be closed these Fridays: June 26th, July 10th, July 17th, July 24th, July 31st, and August 7th. The Independence Day holiday will be observed on Friday, July 3, 2009. During this week, all employees will work four (4) regular un-extended seven-hour days on Monday, Tuesday, Wednesday and Thursday.

Please select and check the scheduled option you prefer and return this form to Gloria Chao of Human Resources on or before May 22, 2009.

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 6 Fridays and other projected annual leave.

NOTE: THE SUMMER WORK SCHEDULE YOU SELECT AT THIS TIME CANNOT BE CHANGED AFTER JUNE 12, 2009.

Name (Print) _____

Signature _____ Date: _____

Department _____

Supervisor’s Signature _____

Date: _____

cc: EOC