


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

FROM: Gloria Chao 

RE: Summer Work Schedules – Options for Four-Day Week – 2021

DATE: May 21, 2021

BMCC’s four-day summer workweek will be in effect from Monday, June 21, 2021 through Friday, August 13, 2021. The College will be closed these Fridays: June 25th, July 2nd, July 16th, July 23rd, July 30th, August 6th, and August 13th. The Independence Day holiday will be observed on Monday, July 5, 2021. During this week, all employees will work four (4) regular un-extended seven-hour days on Tuesday, Wednesday, Thursday and Friday.

Please select and check the scheduled option you prefer and return this form to officeofhumanresources@bmcc.cuny.edu on or before June 11, 2021.

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 7 Fridays and other projected annual leave.

NOTE: THE SUMMER WORK SCHEDULE YOU SELECT AT THIS TIME CANNOT BE CHANGED AFTER JUNE 18, 2021.

Name (Print) _____

Employee use  Sign yourself to sign _____ Date: _____

Department _____

Supervisor’s use  Sign yourself to sign _____ Date: _____