



## A MESSAGE FROM THE HUMAN RESOURCES OFFICE

Dear Hostos Employees:

Good news has arrived! CUNY Central has notified the College **that Summer Fridays will be in effect this year**. For Summer 2020, the 4 day workweek with extended hours Monday through Thursday will **run from June 22 through August 7**. You will have the option of selecting a 4 day workweek with extended hours or a 4 day workweek with normal hours and Fridays charged to annual leave.

For the workweek that includes the Independence Day holiday, employees will observe the holiday on Friday July 3, 2020 and work a regular non-extended workday Monday through Thursday of that week.

### **For PSC (Non-Teaching Instructional Staff)**

Please arrange your summer 2019 schedule with your supervisor and select Option A or B **in the eTimesheet system**. **You do not need to submit a paper version of your selection.**

If you choose Option A—extended hours with a four day work week, your schedule will be 8:30 am to 6:00 pm schedule Monday through Thursday. If you choose Option B, please charge annual leave (or comp time or unscheduled holiday, if available) in the etimesheet system to all of the applicable Fridays during the summer hours period.

### **For Classified Employees**

You will receive a form to complete with your election of Option A or B. Please arrange your summer 2019 schedule with your supervisor.

Employees who normally work a 40-hour workweek and who elect Option A—extended hours with a four day work week will work 10 hour shifts with a 30 minute break Monday through Thursday.

Employees who normally work a 35-hour workweek and who elect Option A—extended hours with a four day work week will work a 8:30 am to 6:00 pm schedule Monday through Thursday.