


HUNTER

The City University of New York

TO: Vice Presidents, Deans, and Chairs

FROM: Gowrie Kamintzky 
Director of Human Resources

DATE: May 17, 2024

RE: Four Day Workweek – Summer - 2024

The four-day work week for the summer of 2024 has been scheduled from Monday June 10, 2024 through Friday August 9, 2024. During this period, administrative, non-teaching instructional and classified service employees (excluding those employees in the 220 titles and the Blue-Collar titles) will work a four-day workweek. During the four-day workweek, eligible employees have two options: they may work either 35 hours in four days; or they may work a regular seven-hour day and charge the fifth day to their annual leave balance. The following are the two four-day work week schedules approved by the College:

Option A: Monday – Thursday, 9:00 a.m. – 5:00 p.m., 1 hour lunch
Friday charged to annual leave (this is a good option for employees with excess annual leave).

Option B: Monday – Thursday, 8:00 a.m. – 5:30 p.m., 45-minute lunch

Juneteenth is observed on Wednesday June 19th, and Independence Day is observed on Thursday July 4th, 2024. Practices for these two work weeks will be the same as in preceding years. During Juneteenth week, staff shall have four regular un-extended workdays on Monday, Tuesday, Thursday, and Friday. During Independence Day week staff shall have four regular un-extended workdays on Monday, Tuesday, Wednesday and Friday.

From the period of June 10th through August 9th, it is up to the Department's discretion to adopt a 50% or 75% remote schedule, pursuant to departmental operational needs. Please ensure new remote agreements are completed and kept in the department for future reference (see attached).

You must connect with your staff to determine the schedule they will work during the above period. Employees who desire a work schedule other than the two options listed above must obtain written approval from their Department Head, Divisional Dean or Administrative Officer in charge of the area, as well as the Director of Human Resources.

As a reminder, staff may not forego a lunch period to leave early. Gittleson employees (i.e., CUNY Office Assistants and CUNY Administrative Assistants) are entitled to a coffee break of no more than 15 minutes per day. That break should be scheduled by the supervisor and may not be used to extend a lunch period or be taken at the end of the day for the purpose of leaving early.

Attached is the Summer Schedule Form that you must complete for your department and return to the Office of Human Resources by Friday, June 7th, 2024 to Jacqueline Thomas jthomas@hunter.cuny.edu

If you have any questions about the summer schedule, feel free to e-mail me at gowrie.kamintzky@hunter.cuny.edu