

# Summer Hours Program Options

## 35 Hour Work Week

I have been advised that I have the following options with regard to my work schedule for the summer of 2022, for the period of Monday, June 13, 2022 through Friday, August 12, 2022.

- A. Working Monday through Thursday, 8:30am to 6:00pm, an 8 hour and 45 minute schedule with 45 minutes for lunch, and no charge to annual leave. (35 hour week)

**-Or-**

- B. Working Monday through Thursday, the regular 7 hour schedule with one hour for lunch, and 7 hours of annual leave charged on Friday. (35 hour week)

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

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

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

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

Date \_\_\_\_\_

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

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