



SUMMER SCHEDULE ELECTION FORM

FOR FULL-TIME TAX-LEVY STAFF



2020
YEAR

EMPLOYEE NAME:
DEPT./UNIT/LOCATION:
MANAGER/SUPERVISOR NAME:

Please select one of the following options by placing an "X" in the appropriate box:

TO BE COMPLETED BY EMPLOYEES WITH A NORMAL WORK SCHEDULE OF 35 HOURS PER WEEK

A I choose to work extended hours, Monday through Thursday, with a 30-minute meal break from Monday, June 22, 2020 through Friday, August 7, 2020, excluding the week of July 4.

<input type="checkbox"/>	8:00AM TO 5:15PM
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<input type="checkbox"/>	8:30AM TO 5:45PM
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<input type="checkbox"/>	9:00AM TO 6:15PM
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If you elect this option, any full day off during the work week should be noted on your time-sheet as 8.75 hours.

B I choose to work regular hours Monday through Thursday with a one hour meal break each day, and charge 7 hours to annual leave on each of the following dates: June 26th, July 10th, July 17th, July 24th, July 31st, and August 7th, 2020.

<input type="checkbox"/>	9:00AM TO 5:00PM
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TO BE COMPLETED BY EMPLOYEES WITH A NORMAL WORK SCHEDULE OF 40 HOURS PER WEEK

C I choose to work 4 days per week, 10 hours per day, with a 30 minute meal break from Monday, June 22, 2020 through Friday, August 7, 2020, excluding the week of July 4.

<input type="checkbox"/>	I choose to work 4 days per week, 8 hours per day from Monday, June 22, 2020 through Friday, August 7, 2020, excluding the week of July 4, and charge 8 hours to annual leave on each of the following dates: June 26th, July 10th, July 17th, July 24th, July 31st, and August 7th.
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SIGNATURE & DATE

TELEPHONE #

EMPLOYEE:	
MANAGER/SUPERVISOR NAME:	
TIMEKEEPER:	

Return completed form to

OHR@MEC.CUNY.EDU

by Friday June 12, 2020