

MEMORANDUM

TO: The CCNY Community

FROM: The Office of Human Resources

DATE: May 20, 2024

RE: 2024 Summer Four-Day Workweek Program and Procedures

CCNY will continue its participation in the University's summer four-day workweek program starting the week from Monday, June 10, 2024, through Friday, August 9, 2024. This schedule will exclude the workweeks that include Juneteenth (observed on Wednesday, June 19th), and Independence Day (observed on Thursday, July 4th).

The following guidelines will be in effect for this year's summer four-day workweek program:

1. Pending supervisor approval, employees will be given the option of working 35 hours across 4 days or working a regular 7-hour workday and charging the fifth day (Friday) to their annual leave or unscheduled holiday leave balances.
2. During the 2024 "summer hours" program, supervisors have the discretion to determine an onsite requirement of either 50% (2 out of 4 workdays) or 75% (3 out of 4 workdays) for their employees who are approved to work a hybrid schedule.

As a reminder, flexible work arrangements (e.g., hybrid schedules) are in accordance with the needs of the respective Division/Department. Any flexible work arrangements must ensure that there are no lapses in service to students, faculty/staff and other college stakeholders. For your information, please feel free to review [CUNY's Flexible Work Guidelines](#).

The following options are **examples** of flexible work arrangements for those on a 35-hour workweek:

Option A – Un-extended Schedule

0. Employee works their regular 7-hour workday Monday through Thursday, 9:00am – 5:00pm
1. Employee takes one (1) hour lunch break
2. Employee charges 7 hours of annual leave or unscheduled holiday on each of the seven included Fridays: June 14th, June 28th, July 12th, July 19th, July 26th, August 2nd, and August 9th)

Option B – Extended Schedule

1. Employee extends their 7-hour workday to 8.75 hours Monday through Thursday, 8:00am – 5:15pm
2. Employee takes a 30-minute meal break
3. Employee does not charge annual leave or an unscheduled holiday on Fridays
4. Employee shall work their regular 7-hour workday on the weeks observing Juneteenth, Wednesday, June 19th and Independence Day, Thursday, July 4th.

*Please note: If an *unscheduled holiday (UH)* leave is used on a day where the Option A schedule is applicable, then an additional 1.75 hours will be charged to annual leave

Exceptions for Juneteenth and Independence Day Holidays

In accordance with past practice, during the workweeks that include Juneteenth and Independence Day, the remaining four (4) weekdays will be regular un-extended workdays.

This year Juneteenth is observed on Wednesday, June 19th, hence, Monday, June 17th, Tuesday, June 18th, Thursday, June 20nd, and Friday, June 21st will be regular un-extended workdays. Similarly, this year Independence Day is observed on Thursday, July 4, 2024. As a result, Monday, July 1st, Tuesday, July 2nd, Wednesday, July 3rd, and Friday, July 5th will be regular un-extended workdays.

Employees Covered by CUNY’s Blue-Collar Contract and Skilled Trade Agreements

Most employees covered by CUNY’s Blue-Collar contract and the various Skilled Trade Agreements **may** also be included for participation in the four-day workweek program, as departmental and operational needs allow. The applicable guidelines will be issued by Human Resources in a separate communication.

Please contact Human Resources at humanresources@ccny.cuny.edu with any questions.

IMPORTANT:

Electronic Central Timekeeping (e-CT) Procedures for the Summer Four-Day Workweek Program.

To ensure attendance and absences are reported accurately on timesheets for full-time non-teaching titles (i.e., employees in the CLT, HEO and RA Series, and employees covered by

CUNY's White-Collar contract), Human Resources has added a Summer Four-Day Workweek option to Electronic Central Timekeeping.

To select your Summer Four-Day Workweek Program option, please follow the steps below:

1. Log in to [e-CT](#).
2. The "Choose Summer Schedule Option" screen will appear.
3. Select Option A for the un-extended workday schedule, i.e., 7 hours per day work schedule and charge annual leave for Friday.
4. Select Option B to work the extended day schedule, i.e., 8.75 hours per day work schedule and no charge to annual leave for Friday.

Please submit questions related to time and leave to timeandleave@ccny.cuny.edu.