

## The Graduate Center Summer Hours Form For Full-Time Tax-Levy Staff 2021

<b>Employee's Name:</b>		<b>CUNYfirst EMPLID:</b>	
<b>Contract Title:</b>			
<b>Business Unit:</b>			
<b>Dept/Program/Location:</b>			
<b>Supervisor's Name:</b>			

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

○A	<p>I choose to work extended hours, Monday through Thursday with 30 minutes for lunch from Monday, June 21, 2021 through Friday, August 13, 2021, excluding the week of July 4.</p> <p style="text-align: right;"> <input type="checkbox"/> 8:00 A.M. – 5:15 P.M.  <input type="checkbox"/> 8:15 A.M. – 5:30 P.M.  <input type="checkbox"/> 8:30 A.M. – 5:45 P.M.  <input type="checkbox"/> 8:45 A.M. – 6:00 P.M.  <input type="checkbox"/> 9:00 A.M. – 6:15 P.M.         </p>
○B	<p>I choose to work regular hours Monday through Thursday with one hour for lunch each day, and charge 7 hours to annual leave on each of the following dates: June 25, July 2, July 16, July 23, July 30, August 6 and August 13, 2021.</p> <p style="text-align: right;">9:00 A.M. – 5:00 P.M.*</p>

### TO BE COMPLETED BY EMPLOYEES WITH A NORMAL WORK SCHEDULE OF 40 HOURS PER WEEK

C	<p><input type="checkbox"/> <b>C (1)</b> I choose to work 4 days per week, 10 hours per day, with a 30-minute meal break from Monday, June 21, 2021 through Friday, August 13, 2021, excluding the week of July 4. Check work day schedule: ___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun</p> <p><input type="checkbox"/> <b>C (2)*</b> I choose to work 4 days per week, 8 hours per day from Monday, June 21, 2021 through Friday, August 13, 2021, excluding the week of July 4, and charge 8 hours to annual leave on each of the following dates: June 25, July 2, July 16, July 23, July 30, August 6 and August 13, 2021.</p>
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<b>EMPLOYEE'S SIGNATURE:</b>		<b>DATE:</b>	
<b>SUPERVISOR'S SIGNATURE:</b>		<b>DATE:</b>	

Submit completed form by **June 11, 2021** to: Office of Human Resources ([hr@gc.cuny.edu](mailto:hr@gc.cuny.edu))

\* It is recommended that employees over their annual leave cap choose Option B or C (2)