



Office of the Vice Chancellor for  
Human Resources Management  
205 East 42<sup>nd</sup> Street  
New York, NY 10017  
Tel: 646-664-3259  
Fax: 646-664-2961

**BY E-MAIL**

March 19, 2013

TO: The Presidents of the Colleges  
The Deans of the CUNY-wide and Professional Schools

FROM: Vice Chancellor Gloriana B. Waters *GW/SAB*

SUBJECT: Summer Four-Day Workweek – Summer 2013

---

The current policy regarding the University's summer four-day workweek, as adopted by the Council of Presidents at its meeting of May 2, 1994, offers each college the choice of operating the traditional five (5) day per week schedule or the extended four (4) day per week schedule during a designated period in the summer. A copy of the policy is enclosed for your information and review.

For the 2013 season, the summer four-day workweek program shall be in effect during the period covering the week of Monday, June 24, 2013 through Friday, August 9, 2013. Practices for the workweek including Independence Day shall be the same as in preceding years. The Independence Day holiday will be observed on Thursday, July 4, 2013. During that week staff shall have four regular unextended workdays on Monday, Tuesday, Wednesday, and Friday.

Extensions or other modifications of the period during which the program will be in effect will not be permissible. Only requests to reduce the period or to exempt particular classes or categories of employees will be considered and should be processed through my office.

Should you have any questions, please do not hesitate to call me.

Enclosure

c: Chancellor Matthew Goldstein  
Cabinet  
Chief Administrative Officers  
Labor Designees  
Payroll Officers  
Directors of Human Resources  
Mr. Raymond F. O'Brien  
Mr. Carmelo Batista