



2800 Victory Boulevard 1A-201
Staten Island, NY 10314
T 718.982.2379 • F 718.982.2377
www.csi.cuny.edu

The Office of Human Resources

MEMORANDUM

TO: Hope Berte

FROM:

SUBJECT: Summer Hours

DATE:

I would like to work my regular hours Monday through Thursday during the summer hours schedule which runs from Monday, June 20, 2016 through Friday, August 5, 2016.

I will charge a total of six (6) days of annual leave for my absences on each of the Fridays during this period.

Employee's name (please print)

Department

Employee Signature

Building/Room

Supervisor's name (please print)

Department

Supervisor's Signature

Building/Room

