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The Office of Human Resources

MEMORANDUM

TO: Hope Berte, Executive Director of Human Resources & Labor Designee

FROM:

SUBJECT: Summer hours schedule

DATE: May 19, 2017

I would like to work my regular hours Monday through Thursday during the summer hours schedule which runs from Monday, June 26, 2017 through Friday, August 11, 2017.

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