



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: Manuela Alongi, HR Deputy Director

FROM:

SUBJECT: Summer hours schedule

DATE: April 23, 2019

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I would like to work my regular hours Monday through Thursday during the summer hours schedule which runs from Monday, June 24, 2019 through Friday, August 9, 2019.

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

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Employee's name (please print)

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Department

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Employee Signature

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Building/Room

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Supervisor's name (please print)

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Department

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Supervisor's Signature

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Building/Room

