



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: May 29, 2020

---

I would like to work my regular hours Monday through Thursday during the summer hours schedule which runs from Monday, June 22, 2020 through Friday, August 7, 2020.

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

