

Employee Name:	
Department:	
Supervisor Name:	

Please select one of the following options:

A

I am a staff employee working 35 hours per week and I choose to work the following schedule from Monday, June 7, 2010 through and including Thursday, August 5, 2010.

With 1 hour for lunch

8:00 a. m. to 5:45 p.m.

8:30 a.m. to 6:15 p.m.

9:00 a.m. to 6:45 p.m.

Other hours _____ (after consultation with supervisor).

With 30 minutes for lunch

8:00 a.m. to 5:15 p.m.

8:30 a.m. to 5:45 p.m.

9:00 a.m. to 6:15 p.m.

B

I am a staff employee who is eligible to work a 30 hour work week, a non-classroom faculty or, classroom assistant employee and I choose to work the following schedule from Monday, June 7, 2010 through and including Thursday, August 5, 2010.

With 1 hour for lunch

8:00 a. m. to 4:30 p.m.

8:30 a.m. to 5:00 p.m.

9:00 a.m. to 5:30 p.m.

Other hours _____ (after consultation with supervisor).

With 30 minutes for lunch

8:00 a.m. to 4:00 p.m.

8:30 a.m. to 4:30 p.m.

9:00 a.m. to 5:00 p.m.

C

I am opting to keep my summer schedule for the period Monday, June 7, 2010 through and including Thursday, August 5, 2010 and I will charge my vacation, optional or free day time bank(s) the value of one (1) day per week, Monday through Thursday, as found on the *Deduction Schedule*: http://webpages.fitnyc.edu/HR_Summer_2010_Friday_Closing_Instructions.pdf

After making your selection, please print this form, sign below and, forward it to your supervisor. Your supervisor will forward all forms to the Office of Human Resources by August 20, 2010.

I certify that I have discussed and have agreed with my supervisor to select the above schedule:

Employee Signature _____ Date _____

I certify that I have worked the above selected schedule:

Employee Signature _____ Date _____

I certify that the above named employee has worked the above selected schedule:

Supervisor's Approval _____ Date: _____