LEHMAN COLLEGE

DEPARTMENT OF HUMAN RESOURCES

Shuster Hall, Room 230
250 Bedford Park Blvd West
Bronx, NY 10468

Phone: 718-960-8181
Fax: 718-960-1191
www.lehman.edu

RECOMMENDED 4-DAY WORK WEEK SCHEDULES

Name of Department _____

_____ Non- Instructional _____Instructional Staff
(Please use separate page for each group)

Option 1: Regular unextended work schedule (Fridays charged to annual leave)
Option 2: *Extended schedule with 45 minute lunch period
8:00-5:30 (for 35 hours a week in air conditioned offices)
Or 8:00-4:15 (for 30 hours a week in non-air conditioned offices)

Option 3: *Extended Schedule with 30 minute lunch period
8:00-5:15 (for 35 hours a week in air conditioned offices)
Or 8:00-4:00 (for 30 hours a week in non-air conditioned offices)

Name	Title	Regular Summer work hours per week, e.g. 35,30, etc.	Requested Option *1, 2, or 3	Schedule of Vacation Periods

Approved by: _____

(Department Head/Chair)

*If Departmental operations or individual hardship necessitate alternate schedules, please attach memo with requested schedule and justification.

CUNY