



TO: All Full-time, Administrative Employees and Local 1205 Employees

FROM: Carol S. Cantrell, Senior Vice President for Human Resources
& Labor Relations

DATE: April 2, 2013

Subject: Friday Close Schedule

The schedule for closed Fridays follows. The University will once again begin a Friday Close Summer Schedule for all administrative departments beginning June 2013. This year some administrative offices will have staff available on Fridays to answer questions. This includes Finance, Enrollment Services, Student Services, Human Resources, Information Technology and several others. The Friday Schedule is:

June 14
June 21
June 28
July 5
July 12
July 19
July 26
August 2
August 9

Employees may use vacation and/or holiday leave to cover the Fridays or must work a minimum of 35 hours in 4 days of each of the Friday close weeks to cover the days off, except for the July 4th week (26.25 hours in 3 days). For offices which must remain open five days each week, staff may elect, to take an alternative day instead of Fridays to insure coverage throughout the week. Vice Presidents will work with their Directors to insure limited coverage. Most of the administrative offices in the schools will be closed and several buildings will be closed. **Please check the University website for the list of closed buildings.**

http://www.newschool.edu/campus/building_hours.aspx?s=3

Attached is a form to be completed by all administrative employees for proposed work schedules for the Friday close weeks. **The completed form must be submitted to Marisol Rivera, Office of Human Resources, 79 Fifth Avenue, by May 3, 2013.**

Please direct any questions about this policy to Irwin Kroot, Assistant Vice President for Human Resources, 212-229-5671, ext. 4968.