



ADMINISTRATIVE UPDATE

FROM: Connie S. Webb
Vice President for Administration

DATE: 8/11/08
VOL. 2008 **NO.** 5

TO: The College Community

SUBJECT: Christmas Holiday

NOTE: This Administrative Update has been superseded by Administrative Update #2008-8 dated 10/29/08.

The Christmas holiday falls on a Thursday this year. The following procedures will be in effect for the days preceding and following this holiday:

Wednesday, December 24, 2008 and Friday, December 26, 2008

So that members of the College community may enjoy an extended holiday period, employees are encouraged to take leave on these days and supervisors are encouraged to approve leave requests. **The absence for these days should be charged to accumulated vacation, personal leave or holiday compensatory credits.** Employees who do not have vacation, personal leave or holiday compensatory credits must take leave without pay if they wish to take the day(s) off.

Any employees intending to work on Wednesday, December 24, 2008 and/or Friday, December 26, 2008 must discuss their plans with their immediate supervisors. Supervisors will submit a written list of names of employees who will be working on December 24 and/or December 26 to the Office of Human Resources by close of business December 17, 2008. Arrangements will be made for employees to work in an area that will be open. Employees whose names are not submitted by December 17 will be assumed not to be working on December 24 and/or December 26.

Office coverage is not required on December 24 and December 26 unless deemed necessary by the appropriate Unit Head and/or Vice President.

NOTE: The College will be open for business as usual on Wednesday, December 31, 2008 and Friday, January 2, 2009 and closed only for New Years Day, January 1, 2009.

