



## ADMINISTRATIVE UPDATE

**FROM:** Connie S. Webb  
Vice President for Administration

**DATE:** 10/29/08  
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**TO:** The College Community

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**SUBJECT:** Flexible Leave during Holiday Period 12/24/08 - 1/2/09

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The procedure for the holiday period of December 24 - 26, 2008, was communicated in Administrative Update 2008-5 (<http://www.esf.edu/au/2008/08-5.pdf>) distributed to the College Community in August. In an effort to address budgetary issues and as a part of our energy savings initiative, the College has decided to expand leave flexibility to encompass the period December 24, 2008, through January 2, 2009, whereby employees are encouraged to take leave during this period and supervisors are encouraged to approve leave requests. **The absence for these days must be charged to accumulated vacation, personal leave, holiday compensatory credits, or compensatory time; or taken as leave without pay if employees do not have appropriate leave accruals.** The College will be closed on Thursday, December 25, 2008 and January 1, 2009 in observance of the Christmas and New Year's Day holidays.

Taking the time off is voluntary. The heat in most buildings will be cut back to lower-than-normal temperature levels, thereby generating energy savings. In most cases, employees who choose to work should be able to remain at their normal workplace but should dress accordingly. Regular office coverage is not required from December 24 through January 2. However, the President and Vice Presidents will determine directly with their Unit Heads if there are certain offices that should have skeleton staff due to their function, particularly those areas which are considered essential to health and safety or are critical campus physical plant operations. University Police will be maintaining normal staffing levels.

**Employees intending to work on December 24, December 26, December 29 -December 31 and/or January 2, must discuss their plans with their immediate supervisor. Supervisors will submit a written list of names of employees who will be working on any of the above days to the Office of Human Resources by close of business December 17, 2008.** Employees whose names are not submitted by December 17 will be assumed not to be working on the dates above.

Prior to this period of flexible leave, some units will send out communication to the college community about specific services they may be providing during this period.

Please contact the Office of Human Resources at x6611 with any questions or issues related to this flexible leave program.