



ADMINISTRATIVE UPDATE

FROM: Joseph L. Rufo
Vice President for Administration

DATE: 4/27/09
VOL. 2009 **NO.** 2

TO: The College Community

SUBJECT: Flexible Leave during Holiday Period 12/24/09 - 12/31/09

During the December 2008 holiday season, the College expanded leave flexibility in an effort to address budgetary issues and as a part of our energy savings initiative.

Once again, the College will expand leave flexibility to encompass the period December 24, 2009, through December 31, 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 Friday, December 25, 2009, and January 1, 2010, 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 December 31. However, the President and Vice Presidents will determine directly with their Unit Heads if there are certain offices that should have 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.

Prior to this period of flexible leave, certain Units may send out communication to the College Community about specific services they may be providing during this period. If you know of specific services you may need for this period, you may in turn contact Unit Heads to convey that information.

Employees intending to work on December 24 and/or December 28 - December 31 must discuss their plans with their immediate supervisor. Supervisors should submit a list of names of employees who will be working on any of the above days to the University Police Office at dpthomas@esf.edu by close of business December 18, 2009. Employees whose names are not submitted by December 18 will be assumed not to be working on the dates above. (Note: It is not necessary to notify the Office of Human Resources as in the past).

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