



ADMINISTRATIVE UPDATE

FROM: Joseph L. Rufo
Vice President for Administration

DATE: 10/29/09
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TO: The College Community

SUBJECT: Thanksgiving Holiday

Thanksgiving (November 26, 2009)

The College will be closed on Thursday, November 26, 2009, in observance of the Thanksgiving Holiday. Only essential University Police services will be provided on that date.

The Day After Thanksgiving (November 27, 2009)

For UUP-represented employees with a calendar year obligation: The day after Thanksgiving has been designated as the alternate holiday on which Columbus Day (October 12, 2009) will be observed.

For employees represented by CSEA and PEF, and for Research Foundation and M/C employees: The day after Thanksgiving is not a legal holiday. However, so that members of the College community may enjoy an extended holiday weekend, employees are encouraged to take leave on this day and supervisors are encouraged to approve leave requests. **The absence for this day 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 off.

All employees who intend to work on the day after Thanksgiving must discuss their plans with their immediate supervisors. Supervisors will submit a written list of names of employees who will be working on November 27 to the Office of Human Resources by close of business Wednesday, November 18. Employees whose names are not submitted by November 18 will be assumed not to be working on November 27.

NOTE: Office coverage is not required on November 27 unless deemed necessary by the appropriate Unit Head and/or Vice President.