MEMORANDUM

TO: Chancellors and Vice Presidents

FROM: M.R.C. Greenwood
      President

SUBJECT: Leave With Pay

In accord with the HGEA collective bargaining settlement and our desire to recover energy savings to help meet the budget shortfall, I am requesting Chancellors and Vice Presidents to develop and implement a plan to reduce operations as much as possible on the following days:

- November 27
- December 21-24
- December 28-31
- March 22-25

In developing this plan, Chancellors and Vice Presidents must adhere to the following guidelines:

A. The University will be closed to the general public during these periods.
B. It is expected that employees whose collective bargaining agreement provides for leave with pay shall be granted leave on these days.
C. Chancellors and Vice Presidents may determine that certain critical or time sensitive functions or specialized facilities, such as research laboratories, may continue to operate, fully or partially, on these days. Please submit to my office by November 15 the list of those operations that will remain open.
D. The determination that an employee, who would otherwise be on leave with pay, must report to perform a critical function may be delegated to Deans and Directors.
E. If an HGEA employee is required to report to work on the above days, the Chancellor/Vice President must provide for equivalent leave with pay at another time prior to the end of the fiscal year.
F. Employees who do not qualify for leave with pay may take vacation time or may be assigned an alternate work site on these days in order to maximize the energy savings for the University.

Attachment