

November 15, 2006

Campus Community

Re: Campus Closure 2006/2007

This is to announce that the 2006/2007 Campus Closure will occur Saturday, December 23, 2006 through Monday, January 1, 2007. In all, the campus will be closed for ten days; four days are scheduled holidays (December 25, 26, 29, 2006 and January 1, 2007), four days are weekend days, and the remaining two days (December 27 and 28, 2006) are campus closure days.

The closure may result in employees being required to use vacation, accrued compensatory time off, or leave without pay for two days-December 27 and December 28, 2006. Employees without sufficient accumulated vacation will be allowed to use up to two days of vacation leave prior to actual accrual. Employees normally required to wait six months before using accrued vacation will be allowed to use vacation even if the required waiting period hasn't been completed.

For those units planning to maintain operations as usual during the campus closure period, please refer to the "Exceptions to Campus Closure" memo that will be issued by Physical Plant Director Kolbus the week of November 20, 2006. This memo will explain the required procedure to ensure that heat and power are supplied to the appropriate working area.

Due to the diverse responsibilities of academic appointees and the flexibility in performing their obligations, it is anticipated that some academic appointees will continue working during the campus closure. Fiscal-year appointees will be expected to use vacation for this period, if the closure precludes their working.

Additional information can be accessed at:

http://shr.ucsc.edu/announce/closure_q&a_06-07.pdf

Questions concerning academic employees should be directed to the divisional academic personnel coordinators. If you have questions regarding staff employees, please contact your appropriate SHR Service Team.

Sincerely,

Willeen McQuitta
Director, Staff Human Resources

cc: Vice Chancellor Vani
Assistant Vice Chancellor Peterson
Manager, Policy and Personnel Systems, Schoenfeld