

Announcement of Campus Closure 2007-2008

Unit Managers: Please post a paper copy of this message for anyone who does not have regular computer access.

October 16, 2007

To: UCSC Academic and Staff Employees
Fr: Willeen McQuitta, Director of Staff Human Resources
Re: Campus Closure 2007-2008

This is to announce that our 2007-2008 Campus Closure is scheduled for the time period of Saturday, December 22, 2007 through Tuesday, January 1, 2008.

In all, the campus will be closed for eleven days of which four days are scheduled holidays (December 24, 25, 31, 2007 and January 1, 2008), four days are weekend days, and three (December 26, 27 and 28, 2007) are campus closure days.

The closure may result in employees being required to use vacation, accrued compensatory time off, or leave with out pay for the three days of December 26, 27 and 28, 2007. Employees without sufficient accumulated vacation will be allowed to use up to three 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.

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 campus closure. Fiscal-year appointees will be expected to use vacation for this period, if the closure precludes their working.

Units planning to maintain operations as usual during the campus closure period should refer to the "Exceptions to Campus Closure" memo that will be forthcoming in November 2007. This memo will explain the required procedure to ensure that heat is supplied to appropriate working area.

Additional information can be accessed at:
http://shr.ucsc.edu/announce/closure_q&a_07-08.pdf

Questions concerning academic employees should be directed to your divisional academic personnel coordinators. For questions regarding staff employees, please contact your appropriate [SHR Service Team](#).