

Announcement of Campus Closure 2008-2009

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

October 17, 2008

To: UCSC Academic and Staff Employees
Fr: Willeen McQuitta, Assistant Vice Chancellor, Staff Human Resources
Pamela Peterson, Assistant Vice Chancellor, Academic Personnel
Re: Campus Closure 2008-2009

This is to announce that our 2008-2009 Campus Closure is scheduled for the time period of Wednesday, December 24, 2008 through Thursday, January 1, 2009.

In all, the campus will be closed for nine days of which four days are scheduled holidays (December 24, 25, 31, 2008 and January 1, 2009), two days are weekend days, and three days (December 26, 29, and 30, 2008) are campus closure days.

The closure may result in employees being required to use vacation, accrued compensatory time off, or leave without pay for the three days of December 26, 29 and 30, 2008. 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 2008. This memo will explain the required procedure to ensure that heat is supplied to appropriate working areas.

Scheduled campus electrical outages during campus closure may impact those units who normally maintain operations during the closure periods. Information regarding these scheduled electrical outages will be sent in the near future.

Additional information regarding the campus closure can be accessed at:
http://shr.ucsc.edu/announce/closure_q&a_08-09.pdf

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