

Unit Managers: Please post a paper copy of this message for people in your area who do not have regular computer access.

June 24, 2008

To: Managers and Supervisors
Fr: Willeen McQuitta, Director Staff Human Resources
Re: Time reporting for recent Summit, Martin and Trabing Fires

This is to provide information regarding pay and time reporting for employees affected by the recent Summit, Martin and Trabing Fires.

Managers and Supervisors are authorized to approve paid administrative leave for individuals in their areas who were displaced or otherwise personally impacted by the fires.

Paid administrative leave effective May 22-May 26, 2008 will be granted for those employees scheduled to work, but were unable to work due to the severity of the Summit Fire.

Paid administrative leave effective 3:00 P.M. June 11- June 15, 2008, will be granted for those employees scheduled to work but unable to work due to the severity of the Martin Fire.

Paid administrative leave effective 3:00 P.M. June 20-June 22, 2008 will be granted for those employees scheduled to work but unable to work due to the severity of the Trabing Fire.

When reporting time worked, non-exempt employees who came to work part of a day should record a combination of regular time worked and administrative leave with pay.

Exempt employees should report leave taken in whole day increments.

In the case of the Summit Fire, May time sheets will need to be adjusted retroactively. Employees and supervisors should work with their SHR Service Teams to facilitate the retroactive adjustments.

If you should have any questions, please contact your appropriate SHR Service Team at http://shr.ucsc.edu/shr_directory/hrst.htm

Cc: UCSC Faculty and Staff