

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

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August 14, 2009

To: Academic and Staff Employees

Fr: Pamela Peterson, Assistant Vice Chancellor, Academic Personnel;  
Willeen McQuitta, Assistant Vice Chancellor, Staff Human Resources

Re: Administrative Leave Granted for Lockheed Fire

The wildfire that continues to burn in the Bonny Doon and Swanton areas northwest of campus has so far prompted the evacuation of more than 2,000 area residents. While it's difficult to know how many members of the UCSC community may have been affected, Chancellor Blumenthal and Provost Klinger have asked that we offer our support in assisting displaced employees and their families.

Toward that end, Managers and Supervisors are authorized to approve paid administrative leave for individuals in their areas who were displaced or otherwise personally impacted by the Lockheed Fire per the criteria listed below:

- Paid administrative leave effective August 13, 2009 through August 20, 2009 will be granted for those employees scheduled to work, but were unable to work due to the severity of the Lockheed Fire.
- Paid administrative leave effective August 13, 2009 through August 20, 2009 will be granted for those employees scheduled to work, but who were unable to work because they are members of a University-sponsored response team and are sent to assist with relief efforts associated with the Lockheed Fire.
- Paid administrative leave effective August 13, 2009 through August 20, 2009 will be granted for those employees scheduled to work, but who were unable to work because they are participating in emergency response efforts with agencies that have requested their assistance such as FEMA and the Red Cross.

Additional assistance services (including temporary housing assistance) are available to eligible UCSC Academic and Staff employees.

If an academic employee in your unit has been impacted by the fire, please contact your divisional academic personnel coordinator.

If a staff employee in your unit has been impacted by the fire, please contact your SHR Service Team for further information and assistance ([http://shr.ucsc.edu/shr\\_directory/hrst-locator.htm](http://shr.ucsc.edu/shr_directory/hrst-locator.htm)).

Please stay informed about this fire by visiting the following web site:  
[http://www.ucsc.edu/news\\_events/text.asp?pid=3141](http://www.ucsc.edu/news_events/text.asp?pid=3141)

This site is accessible via the campus home page (<http://www.ucsc.edu>) and the campus Emergency Management web site (<http://emergency.ucsc.edu>).