

January 10, 2008

To: MANAGERS & SUPERVISORS
From: SHR Director McQuitta

Re: Storm Related Campus Closure – January 4, 2008

Dear Colleagues:

This is to provide information regarding pay and time reporting for the campus closure which occurred on Friday, January 4, 2008. The closure was necessary due to the severity of the storms and the corresponding regional power outages in Santa Cruz and surrounding areas.

Employees who were scheduled to work, but were unable to work or excused from work due to the campus closure announcement are eligible for administrative leave with pay.

Employees who had pre-scheduled vacation leave or other leaves on January 4, 2008, will continue to have their time recorded as such.

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

Exempt employees report leave taken in whole day increments. So, if they worked any portion of January 4th, it is considered a normal work day for the purposes of their time record. Exempt employees should only record administrative leave with pay if they were scheduled to work, but were unable to report to work due to the campus closure announcement.

If you should have any questions, please contact your appropriate SHR Service Team.