MEMORANDUM

TO: All Professional and Classified Employees

FROM: Lisa Wenck, Senior Executive Employee Services Officer

DATE: November 17, 2011

RE: Liberal Leave - Holidays 2011

We are pleased to inform you that liberal leave has been approved for the holidays. For the period Friday, December 23, 2011 through Monday, January 2, 2012, employees are encouraged to take time off and charge their appropriate accruals. The extended leave period is being offered as part of the College’s proactive program of energy management.

Essential services in the Heating Plant and University Police must be maintained during this period. It is also understood that specific offices with heavy workloads, such as offices preparing for the spring, 2012 semester, must continue normal work operations as well. Therefore, employee time off during the designated liberal leave is subject to supervisory approval.

With the exception of the Christmas and New Years Day observations (see below), employees are encouraged to take time off during the liberal leave period but are not required to do so. In the interest of energy savings, some building temperatures will be slightly lowered during the December 23, 2011 through January 2, 2012 period. All employees who will be working during this period should dress accordingly.

NOTE: Christmas and New Years Day fall on Sunday. These are official state holidays. As per the Holiday memorandum, the holidays will be observed on Monday, December 26, 2011 and Monday, January 2, 2012 respectively. The College will be closed with the exception of those employees required to maintain essential services in the Heating Plant and University Police.

If you have any questions, please call the Office of Human Resources at x2509. Thank you.