

### **Christmas Holiday Leave Recommendation, 2003**

On behalf of those staff willing to use mandatory leave, and for those staff who will not have the opportunity to take annual leave due to office constraints, on December 22<sup>nd</sup> and 23<sup>rd</sup>, 2003 and January 2<sup>nd</sup>, 2004, Staff Advisory Council requests that Administration reconsiders the holiday closing. It is difficult to voice the staff with certainty because of our limited capabilities to reach them. However, according to those staff responding, the majority of those are in favor of closing the university December 20, 2003 through January 4, 2004. This closing would allow Faculty and staff to have the two-week break and benefit the university with substantial utility savings. Staff would value having the options of using annual leave, compensatory time or time off without pay for the mandatory leave days.

If Administration finds it unsuitable to close the university for the two-week period, SAC would suggest an alternative option: Remain open through December 23<sup>rd</sup>, closing December 24<sup>th</sup> through January 4<sup>th</sup>. This would allow the university to save on utilities and also allow faculty and staff a nice break. We would ask that staff have the option of using annual leave, compensatory time, or time off without pay for the one mandatory day January 2, 2004.

Moreover, SAC requests Administration use the same guidelines for this holiday closing as was used for the 2002-2003 holiday closing. Specifically, a policy exception is made so that newly hired classified employees may take accrued annual leave during the first 90 days of employment and that all employees in an active pay status on December 19<sup>th</sup>, 2003 and January 4<sup>th</sup>, 2004 are paid for the holiday.

#### **Background for this recommendation:**

Staff Advisory Council feels that the previous recommendation, #030828ET-0, asking for Administrative leave in the place of mandatory leave, was an attempt to express the best interest of the staff. However, in light of the recent media attention, it was expressed by Administration that Administrative leave was not an option, and that the University would remain open those three days.

Input was previously requested from faculty and staff by Administration, and staff felt very fortunate to be able to share those feelings. This did however create high hopes for many staff to be able to share time with family, travel, and enjoy deserved time off.

Staff Advisory Council appreciates having input in the decision making process which concerns staff. SAC does regret the fact that the option for Administrative leave was not possible and we wish the opportunity to visit other options had been given to SAC before a decision was made, and a public announcement expressed.