

September 4, 2003

Dr. David Bosserman
VP for Administration & Finance, & Controller
206 Whitehurst
CAMPUS

Reference: Christmas Holiday Mandatory Leave Recommendation, 2003
Recommendation #030828ET-0

Dear Dr. Bosserman:

The attached recommendation was voted on and passed by Staff Advisory Council, and it comes forth following the input from staff that you requested, on the issue of staff taking mandatory leave during the holiday break. Staff were very pleased to have the opportunity to submit input and be able to voice their concerns and provide comments. However, with the limited sources available to reach staff, I was only able to solicit input by way of the SAC Listserve and word of mouth. In my estimation, fewer than 350 staff members were reached.

Of those who responded, many did not object to being away from their office at Christmas time in order for the University to shut down to save utility costs. However, even among these replies, the following themes were prevalent.

1. Concern for the newly hired staff members, who might not have three leave days of leave to use.
2. The question as to why staff is always asked to make the sacrifices, with the perception that this contributes to low morale.
3. Staff should have the option to use leave without pay and not be forced to use annual leave.
4. Administration should advise staff early in the fall if use of additional leave days at Christmas time will be mandated.

It is Staff Advisory Council's duty to express the feelings and concerns of all staff, both for and against the issue. Attached you will find the Staff Advisory Council's recommendation. You will also find the comments/concerns of staff who were against using annual leave again this year for the benefit of the University. They are very legitimate comments and we ask that you take the time to read them before making your decision in this matter.

Sincerely,

Sheryl Beeler
Chair, Staff Advisory Council
2003-2004

cc: President David Schmidly

Staff Advisory Council
Christmas Holiday Mandatory Leave Recommendation, 2003
8/28/03

Staff Advisory Council objects to Administration dictating when staff must take annual leave. While the majority of OSU employees may be willing to take these days off, the Council opposes the practice of requiring “mandatory leave days” on general principle. Council does not want this to become an annual occurrence.

If Administration wishes to save utility costs by shutting down the university on the days in question during the Christmas holiday season, the university should allow staff to take these days off as “administrative leave” rather than “annual leave.” This would take the burden of these savings off of staff.

Background for this recommendation:

While many OSU staff would not object to taking annual leave at Christmas time in order to get a full two weeks away from work (and in fact, many of them would do so anyway), a vocal minority are very much against it for perfectly legitimate reasons. Many of these reasons have been expressed in the comments attached to this recommendation (see below). Staff Advisory Council feels that we need to represent these individuals’ interests as well as protect staff from what we feel may become a routine practice in the future.

Furthermore, Staff Advisory Council understands that annual leave on the books presents a liability to the university because it must be reflected in dollars on the annual university financial report, and that by reducing the amount of leave on the books, the university reduces this liability. If this plays a factor in Administration’s decision on this matter, SAC requests, as a courtesy, that Administration be open about this fact with all university employees.