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Division of Human Resources

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MEMORANDUM

To: Deans, Directors & Department Heads
From: Juan A. Jarrett, Assistant Vice Chancellor for Human Resources
Subject: Release Time for Campus Appreciation Day
Date: May 24, 2005

Campus Appreciation Day 2005 festivities will take place on Wednesday, June 1 with food served from 5:00 p.m. to 6:30 p.m. and entertainment scheduled from 5:00 p.m. to 8:00 p.m. Since these hours may conflict with scheduled work hours for some employees within your department, I am requesting that you:

1. Make arrangements for up to two hours release time for all nonessential personnel working the evening shift on June 1, so they may enjoy a portion of these activities; or
2. Accommodate as many requests as practicable for vacation or personal time for employees wishing to attend the entire evening's festivities.

All efforts should be made to coordinate release time so that staff will not leave their work sites simultaneously. Supervisors, please note that any time greater than two hours release time will be considered as time off the payroll and should be reported accordingly. I thank you for your cooperation and appreciate your attention to this matter. Should you have any questions, please contact Kelly Pleasant, Benefits Supervisor, at 545-1478.