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MEMORANDUM

TO: DEANS, DIRECTORS & DEPARTMENT HEADS
FROM: JUAN JARRETT, ASSISTANT VICE CHANCELLOR FOR HUMAN RESOURCES
SUBJECT: RELEASE TIME FOR UNIVERSITY HEALTH FAIR
DATE: APRIL 25, 2005

The UMass Employee Health Fair will take place on Monday, April 25 from 10:00 a.m. to 3:00 p.m. in the Student Union Ballroom.

While the hours of the Health Fair may conflict with scheduled work hours for some employees within your department, **I strongly encourage you to grant release time so that all employees can attend this event.** Supervisors should note that any time greater than two hours release time will be considered as personal or vacation time and should be reported accordingly.

During the period of the Health Fair all supervisors will try to coordinate release time so that work sites will remain open and functioning with appropriate staffing levels. I thank you for your cooperation and appreciate your attention to this matter. Should you have any questions, please contact Kelly Pleasant at 545-1478.