



University of Massachusetts
324 Whitmore Administration Building
181 President's Drive
Amherst, MA 01003-9313

Division of Human Resources
Benefits

May 12, 2008

MEMORANDUM FOR: Deans, Directors and Department Heads

MEMORANDUM FROM: Juan A. Jarrett
Assistant Vice Chancellor for Human Resources

SUBJECT: Release Time for Campus Appreciation Day

Campus Appreciation Day 2008 festivities will take place on Thursday, May 29 with food and entertainment from 4:30 to 7:30 p.m. As 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 May 29, 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 effort 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 Linda Ho, Total Compensation Associate, at 545-6121.