



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

Division of Human Resources
Benefits
Ph: 413.545.0360
Fx: 413.545.0483
www.umass.edu/humres

May 14, 2009

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 2009 festivities will take place on Thursday, May 28 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 as many employee requests as practicable for personnel working the evening shift on May 28, so they may enjoy a portion of these activities; or
2. Employees wishing to stay more than two hours must use vacation or personal time for hours used beyond the release time approved to attend the 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 Assistant, at 545-6121.