

Humboldt State University Campus Closure

The president has declared the Humboldt State University campus closed from December 25, 2008 through January 2, 2009. Please note that there are no assigned holidays to cover WEDNESDAY, DECEMBER 31, 2008 and FRIDAY, JANUARY 2, 2009. Those two days would become unpaid days during the holiday closure, unless you take one of the following actions listed below.

The University encourages employees to use their accrued vacation time or compensatory time and take these two days off; however, employees may choose to work on these unpaid days during the holiday closure. Since the University will keep most campus buildings locked and closed during a closure for energy savings purposes, work assigned on these days may be in a different location or of a different nature than your normal work assignments. You must notify your supervisor of your intention to work on either or both of these days by December 1, 2008. Supervisors will not be obliged to provide work or permission to work for employees who request to work after that date.

Leave credits (vacation, compensatory time off (CTO), personal holiday, or leave without pay) shall be used on these days. If you have insufficient accrued vacation or CTO to cover these days, contact your supervisor so arrangements can be made to provide sufficient work prior to the scheduled closure so you can take the time off. Such time worked shall be in accordance with Collective Bargaining Agreement language regarding Overtime.

Governor's Informal Time Off

Typically in celebration of the holiday season, the Governor has authorized informal time off. Per instructions from the Chancellor's Office, this informal time off can not be used on days that the campus is closed. For 2008-09, this informal time off can not be used on December 31, 2008 or January 2, 2009. Full-time exempt and non-exempt employees are usually allowed a one-half day informal time off with pay on the last campus working day before the Christmas holiday or the last campus working day before the New Year's holiday, if the employee is scheduled to work. Employees required to work these days or who would be scheduled to work but are on vacation, sick leave, or CTO may be granted the equivalent informal time off prior to the following June 30. Hourly employees are permitted informal time off based on a table provided by the Chancellor's Office. The campus does not know if the Governor will be authorizing informal time off for the 2008 holiday season or what the instructions will be governing its use. The campus will notify you as soon as such communication is received from the Chancellor's Office.

If you have any questions about the campus closure, use of leave credits, etc., please contact your supervisor, Human Resources or your union steward.