



EMORY  
UNIVERSITY

M E M O R A N D U M

DATE: November 24, 2008  
TO: Staff and Principals  
FROM: Peter Barnes, VP, Human Resources  
RE: Holiday Leave

Many of us look forward to the holiday season as a time to gather with friends and family, celebrate and relax. Unfortunately, the current economic uncertainty, unlike anything we have experienced in nearly 75 years, has impacted us all, leaving many with additional personal and financial stress, struggles to cope with multiple pressures simultaneously, and anxiety about security for the near term and long term future. As we near the holiday season, these stressors can become more heightened.

But this holiday season also brings with it a unique work schedule opportunity for Emory, specifically a situation where the scheduled days off for Christmas and New Years are followed by a Friday. We recognize that this provides us with an opportunity to consider exceptions that might otherwise not be possible. As such, the University leadership is pleased to offer a **one time option that will permit staff and principals to use accrued sick leave, in addition to the already available vacation leave or floating holidays, for Friday, December 26, 2008 and Friday, January 2, 2009.**

By enabling staff and principals to use accumulated sick leave for these days immediately following the paid holidays, employees may enjoy an extended holiday period without exhausting vacation days or floating holidays. **This is a one time event based on the unique factors described above.** It symbolizes our desire to be flexible and supportive during these difficult times.

It is recognized that some operational, service, or clinical functions are essential and therefore must be provided on these days. School and department leadership will determine which staff provide essential services or functions and therefore cannot be off on the identified days. **A grace period will be provided that allows essential staff and principals to use up to two sick days in lieu of vacation days or floating holidays. This grace period will expire on January 31, 2009.**

Some employees will choose to work on these days. Employees should work with their manager or supervisor to assure that adequate work assignments and supervision is provided. If employees choose to work, then there must be meaningful, productive work to do and the managers and supervisors must assure that adequate work assignments and supervision is provided. Those employees who choose to work will not be provided an alternative opportunity to use sick days in lieu of vacation or holiday leave.

We hope that staff and principals will take this opportunity to restore and rejuvenate, spend time with family and friends, and return energized as we head into the significant challenges that await the Emory community in the upcoming months.

Enclosed are some questions and answers pertaining to this one time option. Should you have any questions, please contact Del King at 404-727-7567.