

M E M O R A N D U M

To: Chairs, Directors, Staff Association and P&A members

From: Robert L. Thomas, Dean, CLAS

Subject: CLAS Policy pertaining to Pay in lieu of vacation time off

Date: July 11, 2007

As a reminder, at this time and under present conditions, until further notice, the College of Liberal Arts and Sciences will not pay out P&A or Staff Association "in lieu of" vacation time off or time lost (refer to Article 49 section G of the contract for P&A members and Article 38 section D of the contract for Staff Association members for more info) regardless of the source of funds. Under no circumstances should a department/program/center/institute approve these requests.

Failure to comply with this policy will result in a severe financial penalty to the department. Thank you for your cooperation.

Posted to CLAS website 11/13/07