Staff Senate		Vanessa Collins, SUSS Chair
1/24/2022		Immediately

On JanuaryOnOf72.024 @4.7 Tm0 G[)]TJETQD.0000092 0 62 79 reWyQD62 79 reWh24.aE.24.6.256

the day as Administrative Leave.

President	VP Student Affairs
Staff Senate Chair	VP Admin & Finance
Consortium Chair	School Deans
Webmaster	AVP Institutional Equity

Thank you for bringing to my attention the need to greater clarity in communications about

weather or any other unexpected purpose. If telework is warranted or expected by the supervisor due to

Leave Day to be taken at a later date. This does not change the requirement to use preapproved leave for a full or partial day prior to the announcement of campus dosure.

While communication from supervisors to employees through written email exchange is encouraged, the timing of the dosure and the need to notify employees in a timely manner may not allow sufficient time for this to be an effective channel. Not all employees check their emails during non-

request in advance of their regularly scheduled shift. Guidance has been provided to Supervisors that expected they contact those non-essential employees who have been deemed operationally critical via phone calls, texts, and email to ensuETs TJETBoyeeer