

Instant HR – September 24, 2009

TOPIC: Winter Closing Reminder and PAC Graduates

To Personnel Administrators and Timekeepers:

Please note the following and provide this important information to your faculty and staff as needed.

**** Winter Closing Reminder: Additional 24 hours needed to cover time away from work in 2009 ****

Please remind your eligible faculty and staff that VCU's Winter Closing is December 19, 2009 through January 3, 2010, **so they can plan ahead by saving leave to cover time away from work for the additional closings.** For example, 12-month faculty and classified staff will need to use accrued leave (annual, personal and family, overtime, compensatory, recognition, holiday) or leave without pay, as appropriate, to cover the additional 24 hours (8 hours each on December 21, 22 and 23) that the University will be closed.

Eligible employees should note that they will normally accrue leave hours on the following paydays: October 1, October 16, November 1, November 16, December 1, and December 16, which they can use (as applicable) toward the additional 24 hours in the Winter Closing. If an employee does not have leave to cover the 24 hours, he/she will be docked for the period of December 21 - 24, 2009.

VCU's 2009 Winter Closing schedule is available at www.hr.vcu.edu/communications/2009holidays.htm.

Questions? E-mail leave@vcu.edu.

**** More PAC Graduates! ****

Congratulations to the latest graduates of the Personnel Administrator Certification (PAC) program:

- Ivy Gibbs from the Radiation Oncology Department
- Ettorra Burrell from the School of Pharmacy

Have you signed up yet? Don't wait - get the training and resources you need to strengthen the critical PA liaison role between hiring manager and Human Resources. Learn more at www.hr.vcu.edu/PAResources/PACertification.htm.

Questions? E-mail traindev@vcu.edu.

Thank you.

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