



MEMORANDUM

DATE: September 8, 2009

TO: University Enterprises, Inc. Staff

FROM: Jim Reinhart
Executive Director

SUBJECT: 2009/2010 UEI and Campus Closure Information

As you are aware, due to unprecedented budget reductions imposed upon the CSU, Sacramento State has implemented furloughs and has designated dates that the campus will be closed. As a cost saving measure, University Enterprises, Inc. (UEI) has designated dates that we will either be closed or will be open, but with limited staffing. These dates coordinate with campus furlough or closure dates and employees can use their accrued time off (such as vacation, personal leave, or holiday credit) to cover the closures. This will reduce accrual balances, which will also reduce UEI's financial liability.

We are encouraging UEI employees to request the use of accrued time off on the following dates that Sacramento State will be closed. UEI will be open, but with limited services on these dates. As always, requests for time off must be requested in advance and approved by your manager.

October 16, 2009
February 15, 2010
April 2, 2010

In addition, UEI will be closed December 21st – 24th. These are furlough dates for the campus and the campus will either be closed or will have limited services on these dates. UEI employees may use accrued time off (such as vacation, personal leave, or holiday credit) or leave without pay for these dates. December 25th – December 30th and January 1st, are covered holidays as noted in the 2009-2010 Holiday Memo. UEI will also be closed December 31st which is not a holiday, employees may use accrued time off or leave without pay for this day.

In summary, UEI will close at 5:00 p.m. Friday, December 18, 2009 and will remain closed through Sunday, January 3, 2010. Offices will reopen on Monday, January 4, 2010 at 8:00 a.m. Some departments or projects may modify their work schedules to accommodate operational needs, please check with your supervisor to determine your department schedule. If an employee does not have enough accrued time off to cover December 21st – 24th, or if there are additional questions, please contact Trina Knight, Director, Human Resources at (916) 278-7370 or trinak@csus.edu.