

## **Email memo**

To: Campus Community  
Fm: Vice President Lindsay A. Desrochers  
Date: July 22, 2010  
Re: Campus Closure during the 2010 Holidays

The purpose of this announcement is to provide as much notice as possible that the University will be closed from Saturday, December 18 through and including Sunday, December 26, 2010. This closure period includes 4 working days and the Christmas holiday, and represents a time of low productivity in academic and staff operations and a general lack of work across campus.

More information is available on the HR website about how these closure days will be applied in conjunction with the SEIU Mandatory Unpaid Leave Days. Unclassified employees who are benefits-eligible on 12-month appointments over .5 FTE will be required to use leave time. Here is the link for more information:

[http://www.pdx.edu/hr/Winter\\_Break\\_Closure\\_2010](http://www.pdx.edu/hr/Winter_Break_Closure_2010).

During campus closure periods, accommodations will be made for critical functions and academic research personnel to access the University as designated by the Deans and Directors of the colleges and units.

Again, we want to notify you now about the closure period so that you may begin planning and making arrangements on both a personal and professional basis for the upcoming holiday season. We hope this advance notice is helpful to you.