MEMORANDUM

TO: Administrative Managers

FROM: Elizabeth W. Stroud
Assistant Vice President
Human Resource Management

DATE: March 27, 2007

SUBJECT: Administrative Guidance: Hours of Work and Attendance Requirements

The Personnel Guidelines and Statement of Current Benefits (Human Resources website) provides detailed guidance on a wide range of personnel policies, including hours of work and attendance requirements. This memo is to bring to your attention and clarify a specific provision, the basic schedule of work for all employees. It is an eight hour day with one-half hour for lunch. Please take appropriate action to assure that this schedule is in place in your Department.

The attached Leave Use Fact Sheet will aid in defining the relation between various leave benefits. You should direct questions regarding this information and the basic schedule of work to the HR Department of Employee Relations at 806-5959.

Attachment: Leave Use Fact Sheet