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CSUF Bulletin Board List [BULLETINBOARD@LISTSERV.csufresno.edu]; on behalf of;  
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### **Campus Closure During Holiday Break**

Fresno State will be closing the campus to the public for the Holiday Break beginning on December 25, 2008 through January 2, 2009. Only essential personnel will be required to work during the break period.

It is unknown at this time if the Governor will authorize informal time off for the afternoon of December 24. A campus announcement will be made if authorization is received.

As in the past, the holidays of Admission Day and Columbus Day have been accrued to augment Christmas Day and New Year's Day.

Employees normally return to work January 2. In 2009, that date is a Friday. Because many employees requested vacation and workloads are anticipated to be light, a decision was made to close the campus.

Doing so requires management and represented staff to use vacation, CTO, or request dock time to cover two work days (e.g. December 31 and January 2) during the Holiday Break. Employees may use the 2009 personal holiday to cover the January 2 closure.

Managers should notify all employees in their area of the campus closure dates as soon as possible. Represented non-exempt staff that do not have sufficient leave to cover the closure shall be provided sufficient overtime to accumulate CTO prior to the scheduled closure to prevent any loss of pay or benefits.

This message is being sent via e-mail for distribution by all managers to their staff. It should be posted immediately for any staff who do not have access to e-mail.

Best wishes for an upcoming ***Happy and Safe Thanksgiving Holiday!***