

Staff Senate Recommendation to the VP of Administration & Finance

Originating Body:	SU Staff Senate	Originator:	Vanessa Collins, Chair
Date Submitted:	November 12, 2021	Requested Effective Date:	December 21, 2021

Background: At the immediate end of the fall semester, most students and faculty are by-and-large off campus; only staff remain in the quiet days before winter break begins. In particular, the staff that are working either do not have annual or personal leave available to them or they are required to work so the department or division is not left unattended. With a few exceptions, most departments are not serving anyone because there are very few people on campus in any capacity. Salisbury University Staff have faced numerous challenges this year, including taking on new tasks and learning new ways to complete tasks, all while managing ever-increasing workloads due to unfilled vacant positions. Staff are feeling overworked and overlooked, and morale is low. We feel this recommendation will demonstrate that SU's Administration values them and truly appreciates the unique work environment of the past year.

Recommendation: Grant Holiday Leave to Full Time PIN and Contingent II staff for Tuesday, December 21 and Wednesday, December 22 to allow staff a couple extra days of winter break without the need to be connected and available. This recommendation benefits **all staff**, no matter their classification. For any office with deadlines or that cannot avoid working prior to the break, accommodations should be given to those staff members to use the leave at a more convenient time. In order not penalize anyone in a pre-approved leave status, those employees should be able to change their request to use for different dates.

Attached: NA

Date Approved by the Staff Senate:

Vanessa Collins

11/12/2021

Chair, Staff Senate

Date

Joe Bonyh

11/12/2021

2nd Chair, Staff Senate

Date

Action Taken by VP of Administration & Finance

_____ Recommendation Accepted _____ Recommendation Not Accepted

_____ Recommendation returned to the Originating Body for further review (see attached)

Disposition for Approved Recommendation

_____ President	_____ VP Student Affairs
_____ Staff Senate Chair	_____ VP Admin & Finance
_____ Consortium Chair	_____ School Deans
_____ Webmaster	_____ AVP Institutional Equity