

Morehead State University Employees:

As you know, Morehead State University Spring Break is scheduled for just around the corner – March 19-23, 2018. This is a time when the mass of students may not be around, but our University must remain open to service prospective students, other programs, and services.

You are probably also aware that we have restricted the hiring of new employees, and only made just a few new hires in required areas. While we do not have a hiring freeze, we are being very cautious on the number of hires until we see what type of pension changes might come about soon, and also to control our overall budget as well.

Because we have several areas that have some staffing shortages and many of you are covering extra duties, we wanted to also give you an opportunity during Spring Break 2018 to have a day of rest.

So, in order to say thank you to our employees for the good job that you do, we would like to allow all of our employees to take ‘one free day’ of paid time off during the week of March 19-23, 2018.

We are asking all units/offices to schedule each employee within the unit to have their day off in a manner that allows the office to remain open all five days of Spring Break week, and to have coverage in the office on any given day. This will necessitate that each unit/office determine which employee gets each day off that week – but yet assuring the office is fully covered.

For employees who comprise ‘essential services’ needed to maintain the health, safety, and other required duties of our University, your supervisor and/or your divisional Vice President will need to be consulted so that we have functions covered. Each division Vice President also has the authority to sort out any unusual circumstances that might arise within their units.

Any employee who would like to take more than the ‘one free day’ off during Spring Break week would need to claim any of the additional day(s) by using their own personal leave time. Likewise, the ‘one free day’ is only applicable during Spring Break week and may not be used in any other week.

We recognize the hard work our employees put in and want you to know that we appreciate you and want to provide you with this small benefit in a year when we have many staff doing lots of extra duties.

Many thanks,

Jay Morgan
President