

Morehead State University Employees:

As you know October 11 and 12 are 'Fall Break' for our students – a time when many of them go home to be with family and friends and try to rest.

You are also aware that we continue to be very cautious on the number of hires. Because we have several areas that have some staffing shortages due to vacant and eliminated positions, and many of you are covering extra duties and are stretched thin, we wanted to also give you an opportunity during Fall Break to be with your family and friends and rest.

So, in order to say thank you to our employees for the good job that you do, we would like to allow all 'non-essential' employees to dismiss and take a half day of paid time off on Friday, October 12 from 12:00 noon until 4:30 p.m.

For employees who comprise 'essential services' needed to maintain the health, safety, and other required duties of our University, your divisional Vice President (or your Assistant Vice President in those areas without a VP) will be in contact with you on arranging for a flexible schedule. As our Vice Presidents work with 'essential service' staff, if you are needed to work on that Friday they will arrange for you to take your paid time off on another appropriate day. Any employee who would like to take time off on Friday, October 12 from 8:00 a.m.-12:00 noon may do so by using vacation time.

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 when we have many staff doing lots of extra duties.

Get some rest!

Jay Morgan
President