

## **Morehead State University Employees:**

As you know, Morehead State University Spring Break is scheduled for just around the corner – March 18-22, 2019. 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.

Because many of our employees have worked very hard, and in order to say thank you for the good job you are doing, we would like to allow all of our employees to take “one free day” of paid time off during the week of March 18-22, 2019.

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.

Many thanks,

Jay Morgan  
President