

Morehead State University Employees:

We are approaching Fall Break for our students, currently scheduled for October 10 and 11. This is a time when many of them go home to be with family and friends and try to rest.

During this time, and in order to say thank you to our employees for the good job 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 11 from 12:00 noon until 4:30 p.m.

For employees who comprise 'essential services' which are needed to maintain the health, safety, and other required operations 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 Friday the 11th they will arrange for you to take your paid time off on another appropriate day. Any employee who would like to take additional time off on Friday, October 11 from 8 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 your efforts towards MSU.

Get some rest!

Jay Morgan
President