

TO EMU Faculty and Staff:

We are pleased to announce that as part of our campaign to contain costs and conserve energy, Eastern Michigan University is implementing another Energy Savings Day Program for **2019**.

The University will close for business on **Friday, July 5, 2019 and Wednesday, November 27, 2019**. However, some offices critical to the operation of the University will remain open despite this closure.

All union staff employees normally scheduled to work on the Energy Savings day will use four (4) hours of vacation or sick/personal times for each eight (8) hour day. Administrative Personnel employees will use four (4) hours of vacation time. EMU will cover the second half of the scheduled work hours with paid release time. If an employee's vacation or sick/personal time is exhausted or not accrued, the employee's future accrual of vacation time will be borrowed against. Employees who are required to work on this day will receive regular pay for a normal work day and will be credited with one hour of paid release time for each hour worked up to a maximum of four (4) hours of release time for the eight (8) hour day.

Faculty employees should direct their questions to Academic Human Resources at (734) 487-0076.

Staff employees should direct their questions to University Human Resources at (734) 487-1863.

Managers for any clarifications or exceptions *prior to implementation*, please contact Labor and Employee Relations at (734) 487-1863.