

From: [Vice President for Human Resources](#)
To: [Vice President for Human Resources](#)
Subject: Details: Take a Day on Midd
Date: Monday, June 3, 2019 9:11:43 AM

Dear Colleagues:

I hope you've had an opportunity to read President Patton's email regarding "[Take a Day on Midd.](#)" I would like to provide staff and managers with a few operational details:

- **Who:** All benefits-eligible staff
- **What:** Enjoy one paid work-day off, equivalent to a staff's typical scheduled hours *without* using CTO
- **When:** Anytime between June 3, 2019 - September 30, 2019
- **How:**
 - Benefits-eligible staff will seek manager approval to take one full work-day *with* pay (without using CTO).
 - Managers are empowered to work with their staff to ensure that operations can continue successfully during this period (6/3/19 – 9/30/19) while granting a pre-scheduled day off with pay for their employees.
 - Due to operational differences across campus, each department should let their employees know how to request a day and provide approval so employees can plan accordingly.
 - When the pre-approved day arrives, employees enter REGULAR pay on their time card if they are hourly (or take no action if they are exempt/salaried) with a note in the "comments" section ("Day on Midd").
 - Managers are asked to develop a simple tracking process that makes sense for their teams to schedule these days based on employee's requests and operational needs.

Our goal is to help everyone *take a day on Middlebury* this summer.

Thank you for all of your continued efforts and commitment.

Karen
Karen L. Miller
Vice President for Human Resources and Chief Risk Officer