

From: [University Communications](#)
To:
Subject: Early departure of students and employees
Date: Tuesday, November 03, 2015 5:16:07 PM

Dear Students, Faculty and Staff:

On Monday, a threat was made against our campus. Many of you exercised caution by not coming to campus or leaving early. We are asking that understanding be given to faculty, staff and students under these circumstances.

We understand that some managers and chairs allowed or directed employees to leave campus early during yesterday's campus threat. We appreciate and recognize that this decision was done out of concern for the safety and security of our Fresno State employees. That is always our top priority.

The authority to grant Paid Administrative Leave is limited to the campus President. As such, non-exempt employees who left campus in advance of their normal work hours will be allowed to "make up" any lost work time over the remaining work days in November. Lost work time may be "made up" by taking a 30-minute lunch hour or arriving at work early or leaving work late. Non-exempt employees also have the option to use accrued vacation hours or CTO to cover this time, if that is preferred. Employees would need to reflect these paid absences on their November absence management. Exempt employees are not required to "make up" time given their Fair Labor Standards Act status.

We would like to express our sincere appreciation to those who worked swiftly to ensure that the threat was never realized and our campus remains a safe place.

If you have questions, you may contact:

- Faculty – Office of Provost
- Staff and managers –Human Resources or the Office of the Vice President for Administration
- Students – Office of Vice President for Student Affairs and Enrollment Management or sadiv@csufresno.edu

Kind regards,
Provost Lynnette Zelezny
Vice President for Administration Deborah Adishian-Astone