Subject: Office Closure Procedures

<table>
<thead>
<tr>
<th>Department: College of Liberal Arts</th>
<th>Ref. No.:</th>
<th>CLA-08-201</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division: Academic Affairs</td>
<td>Issue Date:</td>
<td>03/23/09</td>
</tr>
<tr>
<td>References:</td>
<td>Revision Date:</td>
<td>01/19/10</td>
</tr>
<tr>
<td>Web Links:</td>
<td>Expiration Date:</td>
<td>NA</td>
</tr>
</tbody>
</table>

When it is necessary particularly in single staff departments due to staff absence, an office in the College of Liberal Arts may close when the following procedures are followed.

**Advance Notice**

When an absence is scheduled (i.e. vacation request 30 days advance notice per CSUEU Collective Bargaining Agreement), the Dean’s Office (Terie Bostic 5-5386 and Myriam Joseph 5-5384) should be notified two weeks prior. In this way it can be determined if there will be any deadlines during the absence and how the College will handle those on the Department’s behalf.

Department Faculty should also be notified both by email and by a sign posted in a conspicuous place two weeks prior indicating the closure with specific dates and times.

A notice should also be placed on the main telephone line and on the Department’s web page two weeks prior indicating the dates of the office closure.

**Daily**

When a closure is due to an illness or emergency and there is no opportunity for advance notice, a call should be made to the supervisor as soon as possible.

If at all possible, notices should be done for that day to the Dean’s Office (by phone Terie or Myriam), and by posting in a conspicuous place a sign indicting the Department’s closure.

Signed by: ______________________

Date: 1/19/10

Dean