

Friday, December 20, 2024 at 09:18:32 Eastern Standard Time

Subject: [cfaes-all] Flexibility in staffing for winter holidays
Date: Thursday, December 5, 2024 at 8:02:28 AM Eastern Standard Time
From: Cfaes-all on behalf of CFAES Office of the Vice President and Dean via Cfaes-all
To: cfaes-all@lists.osu.edu
Attachments: image001.png, image002.png, ATT00001.txt

CFAES Community,

As we approach winter break, I am writing as I have asked supervisors and unit leaders to consider staffing needs for the last two weeks of the year. The final weeks of December often provide a much-needed opportunity to rest, reconnect with family, and recharge for the year ahead. As a college, we remain deeply committed to fostering the well-being of our community.

I encouraged all supervisors and unit leaders to consider flexibility including but not limited to:

- Supporting the use of time off.
- Minimizing meetings: Limit meetings during this period and only schedule virtual meetings if necessary.
- Promoting professional development: Directing staff to resources like LinkedIn Learning via BuckeyeLearn to explore growth opportunities and encourage setting goals for the new year.
- Offering remote work options as appropriate.

These measures allow us to maintain productivity while also supporting the well-being of our employees during the winter break. Should you have any questions, contact our HR Partners (cfaeshr@osu.edu).

Thank you for your ongoing dedication to our college's missions and your role in sustaining life through our shared work.

Sincerely,
Dean Cathann Kress

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