



April 23, 2009

Dear Grinnell College Staff,

Here is an update regarding two voluntary programs that may allow you to have more time off from work. We feel these programs create an opportunity for you to enjoy more time away from work, while helping the College manage its expenses. These programs are briefly explained below.

Unpaid Leave Program: All staff will be offered the opportunity to take additional time away from work during the 2009-10 fiscal year. Staff will be eligible to add up to eight weeks of unpaid leave. Sign-up for the program will begin shortly. The program will run from July 1, 2009 to June 30, 2010.

Job Reduction Program: We also would like all staff to consider if their position and job responsibilities could be scheduled for fewer hours in a week or fewer weeks in the year. Some staff have already told us that their job could be done in fewer hours per week and they would prefer to have the time off instead.

Information sessions to discuss these options have been scheduled for Tuesday, May, 5 2009, at the following times.

10:00 a.m. - 11:00 a.m. *Forum, South Lounge*
1:00 p.m. - 2:00 p.m. *Forum, South Lounge*

If you are interested in either of these options, please speak with your supervisor about the possibilities for restructuring your work within the office and whether or not these programs are feasible for you. The Office of Human Resources and the Office of the Treasurer can explain how compensation and benefits will be affected by either option.

These programs are completely voluntary. We hope that employees will use this opportunity to take more time away from work while assisting the College in reducing expenses.

As always, we welcome your feedback about these programs. We are here to listen to your concerns as we transition through this difficult period. Feel free to contact us at any time with your questions at extensions 4818 (Kristin) and 3500 (Jim), send email or stop by our offices located at the Old Glove Factory.

Sincerely,
Kristin Lovig, Director of Human Resources
Jim Mulholland, Assistant Treasurer