



April 26, 2006

To: Deans/Directors

From: Steve Lund, Director, Academic Personnel Office
Mark Walters, Director, Classified Human Resources

Re: Rally for Immigrant Rights -- May 1st, 2006

There is another rally planned in Madison as part of the national initiative urging employees to demonstrate the impact immigrants have on the US economy. As indicated in an earlier correspondence, these demonstrations are motivated by pending legislation related to immigration issues. The rally will take place on May 1st at the State Capitol.

Below is the same information we conveyed to you for the Rally on April 10th.

While the university is not taking any position on this rally, we must recognize the reality that many of our employees will want to take this day off. Campus organizations should not alter their current practices related to granting employees leave time. Denial of any vacation requests should be based on the "operational need" of the workplace. Leave requests should be approved if there is the ability to have functions delayed or the work unit can cover the operational need with other employees not requesting time off.

Please make sure that your supervisors and managers do not alter their current unit practices related to employees' ability to get leave approved. Schools, Colleges and Divisions should ensure all employees are treated consistently and equitably under Federal and State laws and applicable policies and procedures. This includes granting leave time to employees regardless of the activities they want to participate in outside of work.

We anticipate some organizations may experience employees not requesting prior approval and/or not calling in to indicate their absence on May 1st. Organizations should review their activities for that day and anticipate some possible delays in service due to these unanticipated absences. If employees do not follow call in practices/procedures, the unit will need to follow current employment practices.

If you have any questions, please contact your Human Resources Representative.