

Memorandum

TO: University Deans, Department Heads and Administrative Officials

FROM: Susan H. Carullo *SHC*
Director

DATE: July 28, 2009

SUBJECT: **First Day of School Initiative – August 18, 2009**

MUSC supports the First Day of School Initiative by the Mayor's Office, the City of Charleston, and the Charleston County School district. This initiative encourages parents to take their children to school on the first day as a way to support their children and connect with their children's teachers.

Medical University managers and supervisors are encouraged to *allow their employees to use up to two hours of annual leave, accrued compensatory time or adjust work schedules* to be with their children on the first day of school. It is understood that scheduling for patient care should not be compromised and that leave may not be reasonable for some direct care providers. In any event, managers and supervisors are asked to do their best to encourage employees, when practical, to join in the First Day of School Initiative.

The First Day of School Initiative formally applies to *Tuesday, August 18, 2009*, for Charleston County Schools. However, MUSC extends the support of this initiative for the beginning date(s) of public schools in the surrounding counties and for private schools.

Attached please find information from Mayor Joseph Riley regarding the First Day Festival which will be held on *Sunday, August 16, 2009, from 1:00-4:00 p.m.*

Supervisors please disseminate this information to the employees in your area.

SHC/jo

*ec: Betts Ellis, Administrator, Institutional Relations, Medical University Hospital Authority
David Neff, Administrator, Ambulatory Care Services, University Medical Associates
Brad Evans, Human Resources Director, University Medical Associates*