



Maryanne Vigneaux/Lib  
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To Maryanne Vigneaux/Lib@SUNYSB  
cc  
bcc F.Jason Torre/Lib  
Subject Library Bulletin, August 27, 2003, Number 1384

**INSTRUCTION ON USE OF ACCRUALS DURING THE POWER OUTAGE :**

Since the electrical blackout on Thursday, August 14 and Friday, August 15 was an extraordinary event, the university administration has directed us, subject to approval by Albany, as follows:

Non Essential Employees who were scheduled to work but could not come in for power-related reasons, or were directed to stay home, or were at work for only part of the day, should not charge accruals for August 15. All time sheets should reflect the time not worked on August 15, but there is no need to charge your accruals. You must indicate that the time not worked was due to the power outage.

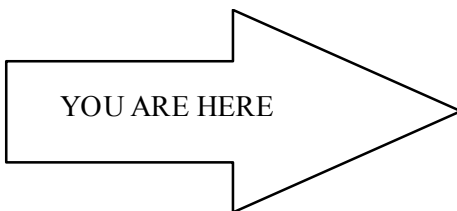
Those employees who reported to work on August 15 should report their hours to their supervisors.

Those employees who had prior approval for vacation, sick, personal, holiday or compensatory time on Friday August 15, 2003, must charge their accruals appropriately.

Those employees for whom August 15 was a scheduled pass day are not affected.

(Submitted by Chris)

**TO BE NOTICED:**



Around and about the Melville Library there are additions. The TV in the galleria has been positioned in the location of the marquee or zipper. It is supposed to be used for emergency televised reports. Two new display boards are at the outside entrances; one board is at the entrance facing Fine Arts and the other at the entrance facing Psychology. Both are a great improvement. They are weatherproof and secure. Framed emergency evacuation floor plans are nearly completed and will soon be put up at all exits. The Library Services Committee and Jim LaPiano have worked together to make these additions possible!