



To: On Campus Faculty and Administrators

From: The Office of the President and Division of Human Resources

Date: April 2, 2019

Subject: 2019 Staff Appreciation Day

Staff Appreciation Day is Virginia Tech's way of recognizing classified and university staff, non-student wage employees, and emergency hires for their contributions to the university. The event is on Wednesday, May 22, from 10 a.m. to 3 p.m. in Owens Hall.

The administration requests that you support this event by encouraging your staff to participate for a minimum of several hours. Food service is 11 a.m. - 1 p.m., and activities are throughout the day. The event allows participants to attend a tour, compete in horseshoes or volleyball, play for prizes in Bingo, or visit with friends while enjoying a picnic lunch. Regrettably, funding is not available to expand the celebration to include family members.

Please share copies of this memo with your managers and supervisors and encourage their support. We recognize there are certain departments that require coverage throughout the day; therefore, it is suggested that offices stay open to receive visitors and phone calls, but with the minimum of rotating staff required.

As a reminder, Staff Appreciation Day cannot be considered a substitute for annual or sick leave. Employees are asked to report to their normal work location that morning and return in the afternoon. Employees on sick leave or planned annual leave on this date should record the full eight hours as leave.

Thank you in advance for your efforts to ensure that our staff have the opportunity to take part in this celebration of their valued roles within the university.