



Vacation Day Carryover Increases

Again this year, the University is making an exception to the vacation carryover policy. **In addition** to the maximum carryover accrual, indicated below, employees will be able to carryover **up to 11 extra vacation days**.

Employees with appointments of:

- 12-months accrue **20** vacation days and may carry over up to **31** days
- 11-months accrue **18** vacation days and may carry over up to **29** days
- 10-months accrue **16.5** vacation days and may carry over up to **27.5** days
- 9-months accrue **15** vacation days and may carry over up to **26** days

To avoid forfeiting any vacation time, employees with vacation balances **in excess of** the maximum carryover limits noted above — i.e., 31, 29, 27.5, or 26 — are encouraged to use those *excess days* no later than July 1.

Employees in Facilities Management should consult their supervisors for information on their allowed vacation day carryover.

- To carry over time, administrative employees must be current on their monthly administrative leave report. **[Check the status of your report »](#)**

Holiday Calendar for 2022–23

Clark's **[paid holiday schedule for 2022–23](#)** has been finalized. Beginning this year, the University will observe **[Indigenous Peoples' Day](#)**, which will be celebrated on Monday, October 10.

Community Lunch Next Week

Provost Sebastián Royo and the Clark Leadership Team invite you to a community lunch on **Tuesday, April 19**, from noon to 3 p.m. in Tilton Hall. The free lunch buffet will include a make-your-own sandwich, salad, snacks, and a strawberry shortcake bar.

There also will be kosher options available. If you need a kosher meal, please **[email Tracy Leonard](#)** so we can have an accurate count for catering.

Call for Commencement Volunteers

Clark's 118th Commencement will take place on Sunday, May 22 — and we're looking for Clark staff volunteers to help make the day run smoothly.

Commencement volunteers find it incredibly rewarding to be part of the most exciting day of the year for graduating students and their families. And if you're new to campus, this is a great way to meet other staff members and get involved.

Non-exempt staff will be paid for their time working commencement, and exempt staff may work with their supervisors to take time off during the workweek for the day(s) they help with Commencement.

Please contact Sheri Davis at commencement@clarku.edu by April 29 to let her know that you're interested in helping celebrate our students' accomplishments at Commencement.

Mark Your Calendars for Special Summer Events

We know how hard you all have been working, especially as we head toward the end of the academic year — so we hope you will be able to take advantage of these summertime opportunities to unwind and recharge.

Staff Appreciation Day, June 1

All [Clark staff are invited to join](#) us on June 1 for a special Staff Appreciation Day at Polar Park, when the Worcester Red Sox will take on the Syracuse Mets. First pitch is 12:15 p.m. — come enjoy the game, partake in food and drink, and share a relaxing afternoon with your colleagues. Staff will receive an email with a link to RSVP. Please note that a paper ticket is required for entry into the park, so do be sure to RSVP.

Summer BBQ, June 29

Faculty and staff are invited to join us on June 29 for an on-campus summer BBQ. Be on the lookout for further details coming soon.

Check Out Care.com for School Vacation Needs

April school vacation begins on Monday. Looking for care for your children, senior family members, or pets? Search for providers on Care.com — all Clark employees are eligible to [sign up for a free membership](#), which provides access to Care@Work and Life Mart benefits as well as many helpful articles and guides.

Care.com also offers discounts on activities. Keep busy next week and save with reduced-price tickets to movie theaters, museums like the Boston Tea Party Ship and American Museum of Natural History, and shows Cirque du Soleil.

United Way Campaign for 2022

Clark University's 2022 United Way Campaign is underway! The United Way supports several agencies and programs in our neighborhood that provide critical support for families. [Watch a message from President Fithian](#) about the United Way's recent work in our community, and please consider making a pledge or a gift. There are convenient options for payroll deduction and one-time giving.

If you have any questions about the United Way or this campaign, please contact Lisa Gillingham at 1-508-793-7614.

Check out Staff Assembly's User Groups in Microsoft Teams

The Staff Assembly Steering Committee (SASC) continues to expand its user groups within the Microsoft Teams environment. These groups provide opportunities for staff to ask questions and find (or provide) support to their colleagues in a variety of areas. The groups are set up as channels within the [Staff Assembly Team](#) — we invite you to connect with your colleagues and ask questions about or share tips and tricks on Clark systems, software, and other topics, including a new group for staff whose jobs include writing.

If you have suggestions for future channels, go to the “General” conversation and let us know, or [email SASC](#). You can also email us with comments or concerns that you'd like the Steering Committee to discuss and/or bring to Clark's Senior Leadership.

Resources and Opportunities

- [Find previous employee newsletters »](#)
- LinkedIn Learning offers a vast catalog of courses covering technical and professional skills, as well as personal development. [Learn more »](#)
- The University's ombudsperson, Israela Brill-Cass, is an informal, confidential, neutral, and independent resource for staff and faculty who want to discuss any topic without fear of retaliation or judgment. [Learn more and make an appointment »](#)
- Clark's Employee Assistance Program provides confidential, free assessments and referral services for legal and financial consultations, child care, crisis support, mental health treatment, lifestyle coaching, substance abuse treatment, and more. Visit [New Directions Behavioral Health](#); our company code is “Clark University.”
- Questions about Clark's COVID procedures and protocols? Email covid-19-info@clarku.edu
- Visit [ClarkNow](#) for the latest news from campus, and check out where Clark faculty and staff experts appear [in the media](#).

Learn about employment opportunities at Clark by visiting the [Job Opportunities](#) page on the [Office of Human Resources](#) website.



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