

Vacation time
Steve Graham
May 8, 2020

Stanford Earth Staff,

I am writing to ask for your help in addressing the financial crunch the school is facing for the current fiscal year. As many of you have heard, both at our April 23rd Town Hall and in the various announcements from both the President and the Provost, Stanford is facing an unprecedented fiscal crisis. The great recession of 2009-2010 pales in comparison, as does the financial impact of Loma Prieta and every other financial hiccup combined.

We still don't have specifics about next fiscal year (starting September 1st), but we do know that for Stanford Earth, we are looking at over a million dollar deficit for FY20, which will only get significantly worse next year. Several of you have asked "is there anything I can do to help?" and the answer is **YES!** I would like to ask all staff to take 10 days of vacation time between now and August 31st. I know this is a big ask, given you aren't likely to be able to take a trip, but using your paid vacation time actually helps our budget. In fact, we rely on a certain amount of vacation use each year to make our budget whole. Since SIP began, understandably very few staff have taken any vacation. But, if we are to avoid an additional \$500K shortfall, we need everyone to take ten days off before August 31st. While this is not a mandate, it would very much help our financial situation. And for many of you, your workload is lighter than usual, so this is a great time to unplug from Stanford. My wife is currently doing just that relative to her company, and I can't tell you how much less stressed she is this week to not be on Zoom meetings!

Because we hope to get the labs up and running sooner rather than later, if you are a lab-based staff member, I ask that you to take this time off soon, so you are available to work when research resumes. Otherwise, I ask you to schedule this in coordination with your DFO (department or program manager). If you are concerned about not having enough time on the books, PTO and your floating holiday are available. As is the July 4th holiday. We've taken a quick look, and almost all of our staff should have adequate balances to make this work this fiscal year.

Again, we are asking for your help. If you have any concerns, please let your DFO or Sue Crutcher know. We hope to not have to require folks to take time off, so please do schedule 10 days off before August 31, 2020 as soon as possible.

Thank you all so much for the many contributions you make to Stanford Earth!

with best regards Steve