*November 6, 2008*

 *You might consider encouraging supervisors to let their
  employees take more Leave Without Pay (LWOP). There may be
  many people who would like to cut their work day by an hour
  or two each day or week, but don't have enough leave time
  to be able to do that.

  Kim Eames
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November 6, 2008

Hello Kim:

Thanks for your suggestion regarding LWOP.  We have definitely put that on our list and will be encouraging supervisors to look at possibilities within their departments for allowing reduced contracts and/or LWOP as a cost savings measure.  As I'm sure you understand, leave time and contract terms need to be carefully managed to be sure there are enough people on the job to get the work done and not just add it to others who are already carrying a full load.   In those departments that can manage the work flow, however, LWOP or reduced contracts may be an opportunity to generate additional savings.

Thank you for taking time to provide input.

 Wendy Redman

**FOLLOW-UP:**  Discuss with executive cabinet.