Winter Break Closure

This year, in addition to December 24, 25, 28, 29 and January 1, which are already considered University holidays, Appalachian employees will be required to use available leave time for December 30, 31 2015. Employees who are required to work (employees deemed critical/essential) will be given detailed instructions on how to code all appropriate hours on their timesheets closer to the winter break.

Supervisors and administrators are encouraged to work with employees regarding use of Community Service Leave to prevent employees from incurring a negative leave balance.

Contact HR for more information & assistance.

Volunteer Opportunities organized by ASU Staff Senate
www.staffsenate.appstate.edu

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Community Service Leave Opportunities:

1. Appalachian Voices 171 Grand Boulevard Boone 828-262-1500
   Katy Taylor - katytaylor@asheaging.org
2. Ashe Assisted Living 182 Chattyrob Lane West Jefferson 336-846-8200
   Kathy Parham - kathyparham@gmail.com
3. Children's Playhouse 400 Tracy Circle Boone 828-263-0011 (not 12/31)
   Kathy Parham - kathyparham@gmail.com
4. Daniel Boone Native Gardens 651 Horn in the West Boone 828-295-0606
   home # for Dr. David Kline dkline@lsuhsc.edu
5. F.A.R.M Cafe 617 W King Street Boone 828-386-1000 Renee Boughman, stop by and see her in advance, if they need volunteers.
6. Forest Ridge Assisted Living 151 Village Park Drive West Jefferson 336-846-1008 Heather Samudio hsamudio@ridgecare.com
   Jennifer Ramey - jennifer@wataugahabitat.org
8. Hospitality House 338 Brook Hollow Rd Boone 828-264-1237
   Brittany Johnson - brittany@hosphouse.org
9. Oasis Inc. 225 Birch Street Ste 4 Boone 828-264-1332 Marcie (not 12/30, 12/31 & 1/2) outreach@oasisinc.org
10. Rams Rack Thrift Store 877 W King St Boone 828-264-6605
    Mary Dean Silver ramministries@skybest.com
11. The Salvation Army 719-A Greenway Drive #100 Boone 828-262-1005
    Jeff Jones jeff.jones@uss.salvationarmy.org West Jefferson too*
12. WAMY225 Birch Street Ste 2 Boone 828-264-2421
    Melissa Soto melissa@WAMYCommunityaction.org
    www.wataugahumanesociety.org, Call for Training events
14. If you know of an agency not listed, and it meets the CSL requirements, you may volunteer at that agency.

*The organizations listed above are not guaranteeing 8 hour days for 3 days. By listing their names and contact information they have stated they have an interest to fit you with a volunteer opportunity during the 3 days listed.

*Call (e-mail not recommended) to see what opportunities/times they may have. It is up to you to follow thru with communications, complete forms and approvals.