PAVIR Administrative Office Winter Closure

During these unprecedented and unpredictable times, the PAVIR leadership team and the Board of Directors have been working to ensure PAVIR's continued success and financial sustainability. We have taken a hard look at aligning our revenue and expenses to achieve our goal to preserve main office administrative staff positions. To realize cost savings in FY21, we are closing the main administrative office from December 21, 2020 through January 1, 2021. This approach is quite common; our affiliate Stanford and many universities and local companies have done this since the early 2000's. This closure applies only to the main administrative office; it does not apply to the research and program staff, which will operate as determined by individual PIs and supervisors.

Each member of the main office administrative staff will take six vacation days during the last two weeks of December: 12/21, 12/22, 12/23, 12/28, 12/29 and 12/30. Please see the chart below for the Winter Closure schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
12/21*	12/22*	12/23*	12/24 - Holiday	12/25 - Holiday
12/28*	12/29*	12/30*	12/31 - Holiday	1/1/21 - Holiday

*PAVIR staff using vacation time

While we recognize this may be an inconvenience for some, please help us by anticipating this closure and any needs you may have for support from PAVIR administrative staff and seek out help to meet your needs prior to this Closure.

For technical help with PAVIR email accounts or emergency access to either ReQlogic or tick@lab during this time our colleagues at Lanlogic will be available on their regular schedule except for 12/24-25 and 1/1. No action will be taken on orders in ReQlogic and tick@lab until January 4, 2021. Furthermore, no personnel actions will be processed during this time period, including new hires and terminations.

Should you have any questions please reach out to the PAVIR leadership team – Elaine, Mary, Lily, Lisa or Mike.