

Almanac

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Ombudsman: Dr. DeLaura

Ombudsman: David DeLaura

President Claire Fagin has named as Penn's new Ombudsman Dr. David DeLaura, Avalon Professor in the Humanities and Professor of English. "I am really pleased that David DeLaura has agreed to serve," said Dr. Fagin. "He is the latest in a line of distinguished members of the faculty to hold this most sensitive post."

Dr. DeLaura succeeds Dr. Daniel Perlmutter of chemical engineering, who completed his term this summer and returns to teaching and research.

A Boston College alumnus, Dr. DeLaura took his Ph.D. from the University of Wisconsin and taught at the University of Texas, Austin, before joining Penn in 1974 as the Avalon Professor. A winner of Guggenheim and NEH Fellowships, he has chaired the English Department (1985-90), the Educational Planning Committee (1978-81) and two Provost Search Committees. He also coordinated the task force that created the present Academic Planning and Budget Committee in the Provost's Office, and served on it during its first four years, 1981-85. He recently served on the Faculty Senate Executive Committee.

Special JIO: Howard Arnold

In accordance with Section III.c. of the Charter of the University Judicial System, Provost Marvin Lazerson and Vice Provost Kim M. Morrisson have appointed a Special Judicial Inquiry Officer to deal with the complaint filed against students who seized *The Daily Pennsylvanian* on April 15.

He is Professor Howard Arnold, an associate professor in the School of Social Work who has also served on the Faculty Senate Committee on Academic Freedom and Responsibility and on the Faculty Grievance Commission. Professor Arnold was named August 2 and began his work immediately, Dr. Morrisson said.

Judicial Administrator: Stephen Gale

Dr. Stephen Gale, who chairs the department of regional science and the Dynamics of Organization graduate group, has been named by Provost Marvin Lazerson to a two-year term as Judicial Administrator. He succeeds Dr. John Brobeck, emeritus professor of physiology, who completed his term this summer.



JIO: Mr. Blum

New JIO: Steve Blum of Dartmouth

Associate Vice Provost for University Life Larry Moneta has announced the appointment of Steven G. Blum as Judicial Inquiry Officer. Arriving in mid-October, he succeeds Acting JIO Catherine Schifter, who has left the University.

Mr. Blum is now the Judicial Affairs Officer at Dartmouth College and is a principal mediator for a local mediation program in Hanover, N.H.. He has also served as staff attorney for several public assistance programs.

Mr. Blum took his undergraduate degree at Wesleyan and his law degree at Northeastern. He also has an M.A. in education from Harvard, where he concentrated in the areas of dispute resolution, administration and public policy. There he also completed training in negotiation and dispute resolution and was certified as a mediator by the Harvard Mediation program.

[See also, below left, the designation of a special JIO for the DP case, and the appointment of a new Judicial Administrator. —Ed.]



D.P. Photo by Adrienne Maisels

Liaison: Dr. Kelley

Dr. Alice Kelley, associate professor of English, has a new half-time role as Faculty Liaison to Student Services; see her message to colleagues, page 2.

To the University Community: Welcome Back

Welcome back to the 254th academic year of the University of Pennsylvania. We hope you have had some time for refreshment and renewal this summer and are looking forward as we are to what promises to be an interesting and challenging year. Both of us are honored to have the opportunity as Interim President and Interim Provost to lead Penn this year.

The past year was a difficult one for the University and for many members of its community. We ask all of you to extend a hand of friendship and support to those whose lives may have been deeply touched by last year's events and to work with them to move forward with the personal and communal tasks of education, communication and understanding.

Throughout the coming year we are planning a series of activities that we hope will increase understanding and communication and further the process of healing, essential to the future vitality of our community. Some of these, such as the Commission on Strengthening Penn's Community and the review of the student judicial processes, have already been announced. However, important as those efforts will be, this is a moment to state clearly and unequivocally the principles and values to which the University is, has been, and will remain committed.

The fundamental mission of the University of Pennsylvania is, as it has been throughout its history, the generation and transmission of knowledge, through teaching, research, and service. The search for knowledge requires an atmosphere in which inquiry, expression, and debate receive the maximum possible encouragement and protection. All members of the University community are, and must feel that they are, free to think, believe, express, and publish their views, however controversial those views may be.

Such an atmosphere can be fully achieved only by a spirit of mutual trust and respect in which every member of the community feels an affirmative obligation to speak freely, to listen attentively, and to disagree respectfully. While protests are clearly within the rights of individuals and groups on campus, as a matter of University policy, the confiscation of any publication on campus is now, has been, and will remain unacceptable. It is clearly contrary to the values and principles the University upholds.

For its part, the University has a special obligation to create the framework within which such a spirit can thrive by fostering acceptance and respect for our similarities and differences. Every member of the University community has a right to participate in the vigorous exchange of controversial ideas that is the hallmark of our community. The Guidelines on Open Expression have effectively stated and protected those rights for many years on our campus and remain the best guide to the delicate task of ensuring that all parties can be heard amidst the cacophony of our increasingly tendentious society.

By stating these principles we affirm the traditions of this institution, the commitments of its Trustees and faculty, and the preeminent values of academic life.

Welcome home and our best wishes for a stimulating, engaging, and satisfying year.

The Year of the Interims

Welcome back! On behalf of the Faculty Senate it is my pleasure to welcome both old and new colleagues to a unique year in the history of the University, the "Year of the Interims." During the coming year as we search for a new president and a new provost, we will have both an interim president and an interim provost. To Claire Fagin and Marvin Lazerson I also say, welcome. In choosing the title of interim rather than acting, President Fagin and Provost Lazerson have indicated that they do not wish to be caretakers, simply minding the store until the next administration is appointed. Instead they intend to be active administrators during the time they are at the helm. They can make a beginning and there are major tasks in which new beginnings are required.

Perhaps the most important of these is attempting to establish civility within our community. The water buffalo case shows the problems of trying to legislate civility. Common peer values must be developed that foster an atmosphere of mutual respect. President Fagin and former President Hackney have begun this process with the appointment of a high level commission of faculty, staff, students, trustees and distinguished members of the wider community. We wish the commission well. We are all dependent upon its success.

The events of the spring also show a need to review the student judicial process and to facilitate discussion and mediation before adjudication. Another committee has been appointed to consider this issue.

June 30, 1993, was the last day for faculty to take advantage of the Faculty Voluntary Early Retirement (FVER) program. The lifeblood of the University is young scholars and we must find ways to encourage senior scholars to step aside and make way for new appointments.

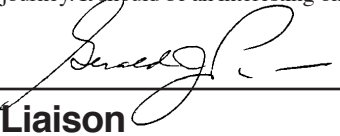
The University, like many of its peers, is facing increasing financial burdens. The cost of financial aid for undergraduates is increasing much more rapidly than tuition due to the effect of the sluggish economy. We must find a way to begin to accumulate the \$500 million of endowment that is required to support undergraduate financial aid. Unless we do, need-blind admission will have to be abandoned.

Salary increases across the University were minimal this year. This is due to many factors including the increased cost of managing the University. There is a new committee, the cost containment oversight committee, that will try to find ways to decrease those costs. That, too, is important for all of us.

The coming year provides a unique opportunity for the faculty to plan for the future of the University. The Faculty Senate has formed two committees whose common goal is to prepare a vision for the future of the University to be presented to the new president. One group, chaired by John Bassani from the School of Engineering and Applied Science, will study the strengths of the University. What is our image of ourselves and what steps are needed to achieve our full potential?

Penn's "greatest potential strength and [its] uniqueness lies in our historic linkage of professional education with the liberal arts and sciences, and in our contemporary advantage of the close physical proximity of our schools on one campus." These words formed the vision of "One University [that] sees life whole" given in the 1973 *Development Commission Report*. It is as cogent today as it was twenty years ago. A second committee, chaired by Harvey Rubin from the School of Medicine, will study new ways of making that vision come true.

Every journey begins with a single step and that single step can be taken by an interim president, an interim provost, or a chair of the Faculty Senate. Join me on that journey. It should be an interesting one.



To All Faculty, from a New Faculty Liaison

This message to faculty colleagues is to spread the word that I have recently been asked by the VPUL to serve as a bridge between faculty and the various services in University Life that assist students—undergraduate, graduate, or professional—with whatever difficulties are interfering with their academic progress. Often we, as faculty members, are the first to notice that a graduate or undergraduate student is in trouble—work may be poor or may drop off in quality, class attendance may become spotty, or a student may confide in us about an individual problem—and, as often, we may not be sure what sort of assistance is appropriate.

Part of my responsibility will be to help faculty determine the best way of handling such student problems, offering suggestions for referral and answering questions wherever possible.

I shall also attempt to keep faculty aware of the specific workshops offered by various service (for example, workshops in stress management or exam panic) as well as specific help offered for various study challenges (for example, preparing for comprehensives, overcoming writer's block, coping with learning disabilities).

My final responsibility will be to relay faculty observations (praise or complaints or suggestions) about the various services to the appropriate people so that we can be as useful to the students as possible.

I do hope that you will make use of my services. You can reach me at 133 South 36th Street (that's the Mellon Building, second floor) or call me at 573-3968. Since this is only a half-time position, I'm afraid that you will often encounter voice mail there, but I shall check for messages often and get back to you as quickly as I can. You can also try me at my academic office, 898-7456, the English Department Office, 898-7341, or leave a message on e-mail, akelley@sas.upenn.edu or IN@RELAY.

— Alice Kelley, Associate Professor of English and Faculty Liaison to Student Services

Speaking Out

On the Safety Panel Report

I write to comment on the report of the panel appointed to review the April 15 removal of *The Daily Pennsylvanian*, published in the *Almanac* of July 13.

I find this report profoundly disturbing. First, the suggestion that the personnel on duty at the UPPD should have been able quickly to judge, at an early hour of the morning, that a political protest was underway, is arrogant and unfair to the officers on duty—such a judgment, obviously ideological and debatable, presumably did not have to be reached by the review panel in an equally brief time.

More importantly for the entire University community, however, the underlying assumption of the report, that the removal and destruction of newspapers should be treated as an acceptable form of political protest, to be protected under the University's Open Expression guidelines, is outrageous and terrifying. On this analysis, the destruction of a medium for the publication of free speech is to be regarded as itself a protected form of free speech. With logic like this, the book-burnings of 1930s Germany would also have been protected by the Open Expression policy. Such reasoning is a travesty of the idea of free speech in a liberal university, and the authors of this report should be ashamed of themselves. In a free society, the only acceptable response to an exercise of the right to free speech the content of which some may find objectionable is a further exercise of that right, not the hindrance or destruction of it.

— Paul Guyer, Professor of Philosophy and Florence R.C. Murray Professor of Humanities

Response to Dr. Guyer

Our understanding of the underlying assumptions of the independent review panel's report differs substantially from that of Professor Guyer. The panel did not exonerate the students nor did it state that the actions of the students were an acceptable form of political protest, to be protected by the Guidelines on Open Expression. The purpose of the Guidelines is to enable freedom of expression on the Penn campus, not prevent it. Indeed, the Committee on Open Expression ruled last May that the students' action in taking the DPs was a violation of the Guidelines and the case is now being handled through the appropriate judicial mechanisms. We believe the panel attempted to distinguish between inappropriate action, which may have constituted a violation of University policy, and conduct for which criminal action should be invoked.

The review panel was charged primarily with reviewing whether police and security personnel followed their own procedures when they apprehended the students; the panel's recommendations on procedures addressed this charge and will be considered further by the Task Force on Public Safety Practices currently at work under the leadership of Professor Michael Useem. The role

of the Task Force is to consider appropriate campus police practices within a University setting.

- Kim M. Morrisson, Vice Provost for University Life
- John A. Kuprevich, Commissioner, Division of Public Safety

On the New Commission

The following letter was sent July 1 to Dr. Gloria Chisum, chair of the Commission on Strengthening the Community. It was submitted for the July 13 issue but was held for Dr. Chisum's response, further below. Events changed August 3, as indicated in the Update, far right. —Ed.

While we applaud the University for its effort in appointing a commission to examine race relations on campus, we, as representatives of the A-3 community, graduate and undergraduate students, feel that it is our responsibility to raise the following questions on behalf of our constituencies:

- What is the charge of this commission?
- How was the composition of the members determined?
- More specifically, why have the A-3 community, graduate and undergraduate students been excluded from the process of the commission's formation and from membership on the commission?

We represent a group of over 23,000 members of the University Community, all of whom are universally effected by the climate of race relations on campus. Recognizing this fact, we are unable to foresee how the commission can effectively address racial issues without the full inclusion of representatives from our constituencies. It is our request that we be permitted to select representatives from our constituencies to serve as members on this commission.

Your attention to our request is appreciated and we look forward to hearing from you so that we can provide you with the names of our nominees to the Commission on Strengthening the Community.

- Jun Bang, Chairperson, United Minorities Council
- Rochelle Fuller, Chairperson, A-3 Assembly
- Rick A. Gresh, Nominations and Elections Committee
- Seth Hamalian, Chairperson, Undergraduate Assembly
- Patricia Khuly, Chairperson, Graduate and Professional Student Assembly

Dr. Chisum's Response July 17

[Addressed to the five signers above.]

The Commission on Strengthening the Community has as its mission not only an examination of race relations, but a broader charge of strengthening all aspects of community relations at Penn. The task of the Commission has implications not only for The University of Pennsylvania, but also for all of higher education — possibly even for the country. I am including a copy of the charge

to the Commission as an enclosure [below]. I think that you will see from the charge that the Commission has a large task, indeed.

The Commission is not typical of other University committees and task forces in that it includes members who do not have direct connections with the University, although most of the members do have University relationships. Former President Hackney recruited the Commission members in June, after most students had left the campus. Just as the Commission is not like most University committees, the method of recruitment of members has not been typical.

The Commission will, of course, intensively involve students and staff as well as faculty and administrators, in their considerations. I would ask that those of you representing student groups consider how you will select a group from which the Commission can choose members to work on its several subcommittees. I anticipate that approximately 20 to 25 undergraduates and an equal number of graduate students will be needed to provide student membership on the Commission subcommittees. The panel of names submitted should be as broadly representative of the student body as possible, and I would hope that your method of selection would strive towards that goal. To that end, I would ask that you, Rochelle, confer with me, as well as Professor Rebecca Bushnell and Dr. Allen Green (who have been named Director and Associate Director of the Commission) to work out the most useful way in which staff participation can be achieved.

As you can see, I envision the work of this Commission to be as inclusive as possible within the limits of work, class and Commission schedules. I appreciate your interest in the Commission, and look forward to working with the campus community to achieve meaningful results.

— Gloria Twine Chisum,
Chair, University of Pennsylvania
Commission on Strengthening
the Community

Enclosure: Charge to the Commission on Strengthening the Community

To promote an academic community in which all members may learn from and be enriched by their similarities and their differences and in which the free exchange of ideas may flourish, we have established a Commission on Strengthening the Community. Identifying the core issues, the Commission will examine what we have done and recommend what we must do to strengthen and sustain a full sense of participation in a pluralistic community working toward common goals and to promote a civil atmosphere built on mutual respect among all faculty, students and staff at Penn. The Commission will work throughout the Fall Semester and will present a progress report and preliminary recommendations to the President and the University Community by January 1994, and present its final report and recommendations by March 31, 1994.

Update on Student/Staff Role

At the August 3 meeting of the Commission on Strengthening the Community, the decision was made that "one undergraduate, one graduate student, one A-1 member, and one A-3 member should be added to the Commission to participate in all its sessions."

"These members will be chosen," the minutes continue, "by the President and Provost from a short list provided by the UA, GAPSA, and the A-1 and A-3 Assemblies. It was emphasized that these members would be selected as individuals, for their wisdom and experience, and not as representatives of any particular group (just as the rest of the Commission members were selected). In addition, the UA, GAPSA, A-1 and A-3 Assemblies will be invited to submit a longer list of people, from which the President and Provost will choose members for the four working groups (these additional people will not attend the plenary meetings, but will be fully involved in the working groups)." — Ed.

A-1 Voices

Opportunity, opportunity: that's what we have at this moment, whether we are working, or learning at Penn. The A-1 Assembly leadership, with the support and energy of its members, is gearing up to expand our network for communication.

With changing leadership, and issues such as free speech, economic constraint, human relations and safety at the forefront of our Penn existence, our participation in being part of the solution is crucial. Opportunities for participation are present this year in many forms. There will be staff involvement in the Commission Strengthening the Community, solicited input to the Presidential Search Committee, and representation on the Steering Committee of the University Council as well as participation in focus groups, working groups and standing committees.

The monthly A-1 Assembly Executive Committee meetings will be open to all A-1s this year. They will be held in Houston Hall, Bishop White Room, from 12 to 2 p.m. on the following Tuesdays in the Fall:

September 21	October 19
November 16	December 21.

All A-1s are welcome to drop by, and call or e-mail ahead if you have something for the agenda. If you are an A-1 you are already a member of the Assembly and we are eager to have you be an active part of the Assembly's network. Please let your interest be known by contacting us. Come to a meeting, volunteer for a project, write a note, participate in a working group, call or e-mail

(A1-ASSEMBLY@SEAS.UPENN.EDU@IN).

We truly can't realize becoming a viable network for communication without you.

— Carol Kontos-Cohen, Chair,
for the A-1 Assembly Leadership

Ed. Note: An exchange between Library A-3 employees and the chair of the A-3 Assembly has been held temporarily to complete the right-of-reply process. — K.C.G.

Speaking Out welcomes reader contributions. Short, timely letters on University issues can be accepted Thursday noon for the following Tuesday's issue, subject to right-of-reply guidelines. Advance notice of intention to submit is appreciated. —Ed.

SEPTEMBER

A T P E N N

To the University Community

The Family and Medical Leave Act became law on August 5, 1993, for all eligible University employees. The Act specifies certain conditions under which employers are mandated to grant leaves from the workplace to employees meeting certain eligibility requirements. This policy statement responds to the legislation and applies to regular full and part-time and limited service staff only. It results from the work of the Family Leave Task Force and incorporates comments from a University-wide steering committee and the University community.

The Division of Human Resources will coordinate training programs this Fall to assist supervisors and staff members in understanding this legislation and corresponding University policy. For further information on the Family and Medical Leave Policy please contact the Division of Human Resources, Office of Staff Relations at 898-6093.

— Office of Human Resources

Policy on Family and Medical Leave

Policy Description: In accordance with the Federal Family and Medical Leave Act, the University will provide an unpaid Family and Medical Leave of up to a maximum of 12 weeks with benefits continuation during any 12-month period for any regular full-time or part-time staff member who meets the eligibility criteria. Employees are required to use vacation, sick, personal days, short-term disability or other types of paid leave balances, in accordance with the respective policies, prior to utilizing an unpaid Family and Medical Leave. The use of these balances counts toward the 12-week period.

Eligibility Criteria: Any regular part-time, full-time, or limited service staff member who has worked at least 1,250 hours in the previous 12-month period and who has completed at least one year of University service is eligible for a Family and Medical Leave without pay.

Exceptions: This policy is not applicable to Faculty members, employees covered by collective bargaining agreements, or staff in worksites with less than 50 employees who are more than 75 miles away from campus. Faculty members should refer to the *Handbook for Faculty and Academic Administrators*; employees covered by collective bargaining agreements should refer to their respective collective bargaining agreements.

I. Definitions

Family Member is defined as a spouse, a child who is under 18 years of age or 18 years of age and older and incapable of self-care because of a mental or physical disability, or a parent.

Child may be either biological, adopted, foster child, stepchild, legal ward, child of a person who acted in the place of a parent for that child¹.

Parent is defined as biological or an individual who acted in the place of a parent for the employee.

Serious Health Condition is defined as an illness, injury, impairment, or physical or mental condition that involves: (a) inpatient care in a hospital, hospice, or residential care facility; or (b) continuing treatment by a health care provider.

II. An employee is eligible for Family and Medical Leave for the following reasons:

A. Leave for the birth or placement for adoption or foster care of a child

Family and Medical Leave without pay for the birth or placement for adoption or foster care of a child, must be taken within the first year of the birth or placement for adoption or foster care, and must be taken in one continuous period of up to 12 weeks. The employee must request the leave

in writing at least 30 days prior to the start of the leave, except if the date of birth or placement for adoption or foster care requires the leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

B. Leave for the care of a family member who has a serious health condition or leave for a serious health condition that causes the employee to be unable to perform the functions of his or her position.

Family and Medical Leave without pay for the care of a family member who has a serious health condition, or for a serious health condition that causes the employee to be unable to perform the functions of his or her position, will normally be taken in one continuous period of up to 12 weeks. In the case of planned medical treatment, the employee should request the leave in writing at least 30 days prior to the start of the leave, except if the date of the treatment requires leave to begin in less than 30 days, the employee should provide such notice as is practicable.

Methods for Taking Family and Medical Leave

A Family and Medical Leave may be taken during any 12 continuous weeks, intermittently, or on a reduced schedule basis.

I. Intermittent Leave

Leave may be taken intermittently in the case of a serious health condition of a staff member or a family member. These leaves must be taken within a 12-month period. If an employee requests an intermittent leave, the employee may be transferred temporarily to an available alternative position for which the employee is qualified and has equivalent pay and benefits, but which better accommodates recurring periods of leave than the employee's regular position.

Note: Intermittent leave may not be utilized for the birth or placement for adoption or foster care of a child.

II. Reduced Schedule Leave

There may be circumstances when a flexible work schedule, a reduction in the number of days worked, or a reduction in the hours worked per day, is better for both the operation of the department and the staff member. Questions on a reduced or flexible schedule should be reviewed with the Division of Human Resources, Department of Staff Relations.

Processing of Request for Family and Medical Leave

I. Staff Member Responsibilities

1. Request leave in writing from the supervisor at least 30 days prior to the expected leave date. An exception to this notice period is possible in emergency situations.

2. Keep supervisor informed of his/her situation throughout the leave period and provide an

expected return date.

3. Contact the Benefits Office to coordinate coverage and payment for benefits while on leave without pay.

II. Supervisor Responsibilities

1. Review written request with employee and clarify any open issues (e.g., approximate duration of the leave, use of vacation, personal or sick leave, availability of benefits, etc.).

2. Review employee's request with department/unit head.

3. Forward copy of the employee leave request to Human Resources/Staff Relations.

4. Request that employee forward appropriate medical certification to Human Resources.

5. After approval by Staff Relations, provide written response to employee outlining terms of the leave.

6. Assure that departmental financial administrator changes status of employee on personnel/payroll system, if necessary, and forwards *Change of Status* form to Human Resources/Benefits to ensure processing for benefit premiums.

Medical Certification

An employee who requests a Family and Medical Leave must provide a copy of a certification issued by the health care provider documenting the necessity for the leave.

I. Continuous Leave For Employees With Serious Health Condition

The certification should include the following information:

1. the date on which the serious health condition commenced;
2. the appropriate medical facts within the knowledge of the health care provider regarding the condition;
3. the probable duration of the condition;
4. if applicable, a statement that the employee is unable to perform the functions of his or her position;

II. Continuous Leave for a Family Member with Serious Health Condition

The certification should include the following information:

1. a statement that the eligible employee is needed to care for a family member
2. an estimate of the amount of time that the employee is needed;

III. Intermittent or Reduced Schedule Leave for Planned Medical Treatment

The certification should include the following information:

1. the dates on which the treatment is expected to be given
2. the duration of the treatment;

IV. Intermittent or Reduced Schedule Leave for Employees with Serious Health Conditions

The certification should include the following information:

1. a statement of the medical necessity for the intermittent or reduced schedule leave,

¹ **Note:** This definition of "child" was determined as the applicable definition for the Family and Medical Leave Act and does not apply to the dependent child eligibility definition for all University benefit plans.

2. the expected duration of the intermittent or reduced schedule leave;

V. Intermittent or Reduced Schedule Leave for a Family Member with a Serious Health Condition

The Certification should include the following information:

1. that the employee's intermittent or reduced schedule leave is necessary for the care of the family member, or will assist in his/her recovery,

2. the expected duration and schedule of the intermittent or reduced schedule leave.

VI. The employee, upon University request and at University expense, may be required to obtain a second medical opinion from a health care provider designated or approved by the University. If the second opinion conflicts with the first, the University may require a third opinion, at University expense, by a health care provider jointly approved by the University and the employee, whose opinion shall be final.

VII. The University may require that the employee obtain subsequent recertification of a serious health condition on a reasonable basis.

Employment Protection and Benefits Continuation

A. When a request for Family and Medical Leave is granted, the department is committed to return the employee to active status in the same position, pay grade, and salary within the department at the end of the leave.

B. Employees will not lose any employment benefit accrued prior to the date on which the leave commenced.

C. During an unpaid Family and Medical Leave, there is no accrual of sick days and vacation days. Time while on leave is counted as service credit in determining eligibility for those benefits that are dependent upon length of service.

D. An eligible staff member on leave may elect to have health benefits, dental benefits and life insurance continue during the leave and shall pay such premiums, co-payments and deductibles as other active employees. In addition, eligible staff are entitled to continue the tuition remission for faculty and staff, scholarships for dependent children, scholarships for spouses attending the University and long term disability coverage. Should the employee not return to work after the leave, the employee may be required to reimburse the University for the University's costs incurred in providing benefits for the employee during the leave. Please contact Human Resources/Benefits for more details.

E. If the employee has taken an intermittent or reduced schedule leave, benefit time accrual is on pro-rata basis.

Returning to Work Following a Family and Medical Leave

Employees must notify their supervisor in writing of their intent to return to work following a Family and Medical Leave at least two weeks prior to the expected date of return. Employees returning from a leave for a serious health condition must also provide supervisors with a certification from a Health Care provider documenting their fitness to return to work. Employees who are unable to return to work at the end of the leave must notify their supervisor in writing at least two weeks in advance. Supervisors should contact Human Resources/Staff Relations to discuss alternatives prior to taking any action if an employee is unable to return to work.

To Find Backlogged Crime Reports

Almanac's midsummer issue (July 13) carried Public Safety's Community Crime Report on campus incidents through July 4, and summarized the 18th District incidents involving Crimes Against Persons for that period. Below are the most recent available campus crimestats, and a summary of the most recent report for the 18th District. Listings for the intervening weeks have been entered in full in the electronic version of Almanac on PennInfo. To access the backlogged reports, open PennInfo and search for "crimes." Normal (full) listing is expected to resume with the September 14 issue.

The University of Pennsylvania Police Department Community Crime Report

This summary is prepared by the Division of Public Safety and includes all criminal incidents reported and made known to the University Police Department between the dates of August 23, 1993 and August 29, 1993. The University Police actively patrol from Market Street to Baltimore Avenue, and from the Schuylkill River to 43rd Street in conjunction with the Philadelphia Police. In this effort to provide you with a thorough and accurate report on public safety concerns, we hope that your increased awareness will lessen the opportunity for crime. For any concerns or suggestions regarding this report, please call the Division of Public Safety at Ext. 8-4482.

Crimes Against Persons

34th to 38th/Market to Civic Center: Rapes (& attempts)—1, Threats & harassment—1
08/25/93 2:26 AM 3600 Block Locust Rape; see also 18th District below
08/25/93 1:05 PM 3744 Spruce St. Panhandlers harassing store customer
38th to 41st/Market to Baltimore: Robberies (& attempts)—2
08/26/93 1:46 AM 100 Block 39th Bike & helmet taken from complainant
08/27/93 10:04 PM 3925 Walnut St. Manager of Wawa robbed/actor fled area
Outside 30th to 43rd/Market to Baltimore: Robberies (& attempts)—2
08/23/93 9:47 PM 41st & Woodland Unknown male took bike/fled
08/29/93 2:03 PM 38th & Lancaster Four males stopped for attempted robbery/arrested

Crimes Against Property

34th to 38th/Market to Civic Center: Burglaries (& attempts)—3, Total thefts (& attempts)—8,
Thefts of auto (& attempts)—1, Thefts from autos—1, Thefts of bicycles & parts—1,
Forgery & fraud—1, Criminal mischief & vandalism—2, Trespassing & loitering—1
08/23/93 8:25 AM Mudd Building Portable tape/CD player taken
08/23/93 9:59 AM Leidy Lab Darkroom door damaged
08/23/93 10:48 AM Williams Hall Pictures taken from room and hallway
08/23/93 4:22 PM 3700 Block Chestnut Car antenna broken/paint scratched
08/23/93 6:12 PM 3700 Block Spruce Secured bike taken from rack
08/24/93 2:24 AM Anat-Chem Wing Various room entered/items taken
08/24/93 11:52 AM Guardian Drive Jumper cables taken from vehicle
08/25/93 11:00 AM 140 S. 34th St. Unauthorized use of credit card/1 arrest
08/25/93 9:40 PM 200 Block 38th Secured vehicle stolen
08/26/93 10:06 AM McNeil Building Male arrested for theft in building
08/26/93 10:59 PM Vance Hall Males attempted to take bikes
08/27/93 12:30 PM Furness Building Credit cards stolen from wallet
08/28/93 1:18 PM Gimbel Gym Property removed from locker
08/28/93 1:29 PM Gimbel Gym Property removed from locker
08/29/93 12:39 PM Phi Delta Theta Male arrested for burglary in building
38th to 41st/Market to Baltimore: Total thefts (& attempts)—9, Thefts of auto (& attempts)—1,
Thefts from autos—1, Thefts of bicycles & parts—2, Forgery & fraud—2
08/23/93 12:34 PM Harnwell House Tire taken from secured bike
08/23/93 2:17 PM 3925 Walnut St. Two videos taken by unknown male
08/24/93 9:41 AM Low Rise North Fence removed/later found
08/24/93 5:31 PM St. Mary's Church Ceiling lamp taken from front hallway
08/24/93 10:01 PM 3915 Walnut St. Unauthorized use of traveler's checks/1 arrest
08/25/93 12:26 PM 200 Block 41st Unsecured bike taken from residence
08/26/93 2:58 PM Credit Union Suspect attempted to make withdrawal with fake ID
08/28/93 3:13 AM 200 Block 41st Vehicle taken
08/28/93 3:29 PM Sigma Phi Epsilon Shoes taken from third floor
08/28/93 3:31 PM Sigma Phi Epsilon Vehicle in lot entered/property taken
08/29/93 3:47 PM 219 S. 41st St. Unsecured knapsack taken from porch/1 arrest
41st to 43rd/Market to Baltimore: Total thefts (& attempts)—2, Thefts of auto (& attempts)—2
08/27/93 2:33 AM 200 Block St. Mark's Four males attempted to take auto/no charges
08/28/93 1:27 AM 4100 Block Pine Male arrested for auto theft
30th to 34th/Market to University: Total thefts (& attempts)—6, Thefts of auto (& attempts)—4,
Criminal mischief & vandalism—1
08/23/93 11:13 AM Chemistry Building Various property taken from room
08/24/93 9:20 AM Bennett Hall Mail box & mail tampered with
08/25/93 6:32 PM Lot # 26 Secured vehicle taken
08/26/93 5:19 PM Lot # 5 Jeep taken
08/26/93 11:30 PM Lot # 6 Male attempted to take auto
08/27/93 10:42 PM 200 Block 33rd Male arrested for breaking into auto
08/28/93 3:53 PM Hill Field Wallet found/reported theft of knapsack
Outside 30th to 43rd/Market to Baltimore: Total thefts (& attempts)—4, Thefts of bicycles & parts—4
08/24/93 10:58 PM 44th & Spruce Bike secured with chain & lock taken
08/27/93 12:56 PM 4103 Locust St. Unsecured bike taken from porch
08/28/93 12:36 PM 4009 Pine St. Bike taken from residence
08/28/93 4:04 PM 4838 Osage Ave. Bike taken from basement

Crimes Against Society

38th to 41st/Market to Baltimore: Disorderly conduct—1
08/28/93 9:36 PM 40th & Market Merchandise taken/no charges/wanted on warrant

18th District Crimes Against Persons

August 16, 1993 to August 29, 1993

Schuylkill River to 49th Street, Market Street to Woodland Avenue

28 incidents reported: 2 rapes (one, noted in campus report above, was outdoors near Locust Walk, the other on S. St. Mark's); 3 purse snatches; 6 aggravated assaults; and 17 robberies with **3 arrests** (all in robberies).

Policy on Secular and Religious Holidays

Effective January 1, 1991

1. No secular or religious holidays are formally recognized by the University's academic calendar. However, in setting the academic calendar for each year, the University does try to avoid obvious conflicts with any holidays that involve most University students, faculty, and staff, such as July 4, Thanksgiving, Labor Day, Christmas and New Year's.

2. Other holidays affecting large numbers of University community members include Martin Luther King Day, Rosh Hashanah, Yom Kippur, the first two days of Passover, and Good Friday. In consideration of their significance for many students, *no examinations may be given and no assigned work may be required on these days*. Students who observe these holidays will be given an opportunity to make up missed work in both laboratories and lecture courses. If an examination is given on the first class day after one of these holidays, it must not cover material introduced in class on that holiday.

Faculty should realize that Jewish holidays begin at sundown on the evening before the published date of the holiday. Late afternoon exams should be avoided on these days. Also, no examinations may be held on Saturday or Sunday in the undergraduate schools unless they are also available on other days. Nor should seminars or other regular classes be scheduled on Saturdays or Sundays unless they are also available at other times.

3. The University recognizes that there are other holidays, both religious and secular, which are of importance to some individuals and groups on campus. Such occasions include, but are not limited to, Memorial Day, Sukkot, the last two days of Passover, Shavuot, Shemini Atzerat, and Simchat Torah, as well as the Muslim New Year, Ra's al-sana, and the Islamic holidays Eid al-Fitr and Eid al-adha. Students who wish to observe such holidays must inform their instructors within the first two weeks of each semester of their intent to observe the holiday even when the exact date of the holiday will not be known until later so that alternative arrangements convenient to both students and faculty can be made at the earliest opportunity. Students who make such arrangements will not be required to attend classes or take examinations on the designated days, and faculty must provide reasonable opportunities for such students to make up missed work and examinations. For this reason it is desirable that faculty inform students of all examination dates at the start of each semester.

— Marvin Lazerson, Interim Provost

Death of Dr. Wishner

At presstime notice was received of the death of Dr. Julius Wishner, 72, emeritus professor of psychology and former chair of the Faculty Senate. He is survived by his wife, Dorothy, daughters Amy and Karen, and a grandson. Details of his career, and of plans for a campus memorial service being arranged by his colleagues, will appear in *Almanac* next week.

Other recently-reported deaths are briefly noted below. In some cases additional information is available or expected shortly, and will be published later.

Dr. William Dyson, a PennMed alumnus and associate professor emeritus of surgery and psychiatry; May 12 at the age of 77.

Eileen S. Heron, staff assistant in the Office of the Secretary; August 15 at the age of 51; among survivors is a niece, June Ann Masticola of the Alumni Relations Office.

Margaret (Peg) Nolan, who retired in 1973 as assistant director of libraries; July 6 at age 86.

Avis Owen, wife of retired vice president William G. Owen; July 2 at the age of 73.

William Roach, emeritus professor of Romance languages; July 30 at the age of 86.

Richard G. Rowe, doctoral student of history, ABD; April 9 at the age of 40.

Edith Seiver, circulation manager of the Penn-based *Hispanic Review* from 1966 until she retired in 1990; June 19 at the age of 88.

To Report a Death: Please inform the Office of Chaplain Stanley E. Johnson, 898-8456, at 3700 Spruce Street/6054.



Almanac

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Why is this issue of *Almanac* personally addressed?

Since individual addressing delays the issue by several days, we do it only once a year—to let faculty and staff know their journal of record and opinion is back in weekly production, and to tell you how to find it the rest of the year.

Our printer delivers in bulk to three locations—the mailrooms of the University, Medical School and HUP. From these, differential packets are sent to each of the 120-plus buildings, each of which has its own system for further distribution.

To find out how the system works in your building, try your departmental secretary first, or the head of your school/building mailroom if you have one. If all else fails, send us the label at right, adding your campus phone number.

— Karen, Marguerite and Mary

What's Newest: Between *Almanac* issues, or at any time of crisis, open PennInfo and call up What's New for the latest info about Penn.