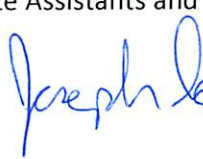


**MEMORANDUM**

DATE: December 13, 2021

TO: Faculty, Librarians, Staff (both classified and unclassified), Graduate Assistants and Teaching Assistants

FROM: Joseph P. Schultz, Associate Vice President for Human Resources 

SUBJECT: Required Annual Compliance Training

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Each year employees are required to take annual compliance training for Workplace Violence Prevention and Domestic Violence in the Workplace, Preventing Discrimination and Harassment for Employees, Internal Control Basics, Title IX, and HazCom/Right to Know.

This year the campus will again release the required annual training in late December. Senior staff has approved granting employees the option to complete the training from an alternate location over the holiday period between December 27, 2021 through December 31, 2021 or December 26, 2021 if applicable to your regular work schedule.

If you choose this option, you will not be required to charge a half day of leave accruals for the day you complete the training and you would charge a total of 3 ½ days of leave accruals (after the Christmas Holiday is charged) for the break instead of 4 days. The training **must** be completed on a day that you would be normally scheduled to work, i.e. if you normally work a Monday through Friday schedule, then you **must** complete the training on one of these dates, 12/27, 12/28, 12/29, 12/30 or by 11:59pm on 12/31. Similarly, if Saturday or Sunday is part of your regular work schedule then you **must** complete the training on 12/26/2021 or 1/2/2022 in order to not have to charge a ½ day of accruals.

Please note that no *additional* leave credits are accrued or granted for choosing to complete the training during the break. If you do not take advantage of this option over the holiday period, please complete the training upon your return to work. If you are scheduled to work during these dates and complete the training while at work, you are unable to take advantage of this option.

Your log-in information will be emailed to you when your training modules are activated on December 26, 2021. The activation email from Binghamton University- University Center for Training and Development will also contain a link to the online training and will not be available until December 26, 2019. Log-in questions during the holiday period can be directed to the University Center for Training and Development at [comply@binghamton.edu](mailto:comply@binghamton.edu).