



MEMO

From the office of...

SRA Social Sciences

TO: Members of the Student Representative Assembly
FROM: Uwais Patel, Caucus Leader
SUBJECT: Leave of Absence
DATE: December 16, 2017

Hello Members of the Assembly,

I apologize for not being able to attend this meeting in person. You had been informed of my absence during SRA 17K.

Name: Uwais Patel
Job Title: Caucus Leader, SRA Social Sciences
Supervisor: Student Representative Assembly

Who will take over your responsibilities when you are on your LOA and what is their contact information?

Due to my caucus having different obligations during the time of presidentials, at the time of writing this report, it seems there will be no one taking over my responsibilities as caucus leader.

For anyone that sends an email, an automatic 'out of office' email will be sent providing the contact info of the caucus as a whole and directing those in need of assistance to contact us individually or through our social media channels.

What are the major events/projects that you have planned for that are happening during your LOA? Please highlight any areas of your service or programming which will no longer be able to function in your absence and the impact that may have on users/patrons/customers, etc.

Any events/projects that are to occur during the period of my LOA would still occur as usual. While I am taking a LOA as caucus leader, I will continue to be a member of the SRA and will be able to fulfil those obligations appropriately.

It is important to also note that SRA Social Sciences will be limiting its outreach during the two week period so as not to use our roles to promote, endorse, or denigrate a candidate, intentionally or accidentally.

While it is unlikely that constituents may feel an impact from this LOA, we will still be able to communicate with them through other means. Caucus members including myself will lose access to the MSU committee room and the MSU email. For us, that is okay.