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Date: Thu, Apr 9, 2020 at 6:46 PM
Subject: Parking at SAO Managed Lots
To: <sao-all@cfa.harvard.edu>

To All Employees parking at CDP, 160 Concord Avenue or Wayside:

Effective PP 07 2020, the payroll deduction for parking at SAO managed lot will be suspended until we all return to the workplace.

Should we return in the middle of a pay period, the parking deduction will resume at the beginning of the next pay period. The parking rates will remain the same for the remainder of the parking year, which ends PP 13/2020. All employees that had their parking suspended will be reinstated unless notified otherwise. SAO will not reimburse parking charges retroactively.

The parking year begins at the start of PP 14/2020, at which time the new rates will become effective. An email will be sent out in June with information on the new rates. All employees who wish to continue parking will be required to complete the forms for the new parking year. Forms will be available on the HR's webpage [Forms & Manuals](#)

Please send any questions and/or requests to: saoparking@cfa.harvard.edu

Employees that park at the 60 Garden Street lot are urged to review the notice sent out by the Harvard Parking office, and contact them directly, if desired.

Thank you for patience and stay well.

Anil