 March 23, 2020

Greetings,

With the closure of the campus, courtesy parking is available for employees and students who must come to campus to support essential services during this period in order to reduce reliance on public transportation and avoid crowds. Additionally, employees and students with parking permits will not be charged for parking during this period, even those using payroll deduction.

As a reminder, payroll deduction parking permits are paid in the month following your permit effective dates. Understanding that a large number of staff on payroll deduction did not use their permit for the full month of March, UCLA Transportation is pro-rating the deductions. As a result of these efforts, customers can expect the following:

* Biweekly employees will only see one deduction in April, not two.
* Monthly employees will have their scheduled deduction cut in half.
* Deductions for future months will similarly be pro-rated or waived, until the campus resumes normal operations.

**Please do not cancel your parking permit at this time.**

If you have any questions or need further information, please contact parking at [transportation@ts.ucla.edu](mailto:transportation@ts.ucla.edu).