

Memo

Human Resources Department

TO: The University Community

FROM: P. Penny Pecka
Director of Human Resources

SUBJECT: Holiday Schedule

DATE: November 11, 2008

Yes, it's that time of year again, making plans for the Holidays which are just around the corner! So it's time for my annual Holiday Season work schedule announcement.

As President Steve Kaplan announced today, we are being rewarded with additional time off; we are closing at 1:00 PM on Wednesday, November 26, 2008. The University will also close on Friday, December 26, 2008 giving us a long Christmas week-end. All eligible employees will be paid Holiday Pay for Friday, December 26, 2008. ***Thank you Steve for your generous gesture!***

The University will observe the ***Thanksgiving Holidays*** as follows:

- **Wednesday, 11/26/08** - All non-essential departments of the University will close at 1:00 PM. There will be no lunch period for that day.
- **Thursday, 11/27/08 – Sunday 11/30/08** - closed.
- **Monday, 12/1/08** – All departments will reopen.

This year the ***Christmas-New Year's Holidays*** will be celebrated as shown below. Some departments may vary from this schedule due to departmental requirements.

- **Wednesday 12/24/08** Closing at 12:00 Noon – Celebrating Christmas Eve

- **Thursday** **12/25/08** Closed – Celebrating Christmas Day
- **Friday** **12/26/08** Closed
- **Saturday** **12/27/08** Closed
- **Sunday** **12/28/08** Closed
- **Monday** **12/29/08** Open
- **Tuesday** **12/30/08** Open
- **Wednesday** **12/31/08** Open
- **Thursday** **1/1/09** Closed – Celebrating New Year’s Day
- **Friday** **1/2/09** **Reopen – Return to Normal Schedule**

All full-time employees are required to work one (1) of the four (4) work days which fall between Christmas Day and New Year’s Day. However, since we will be closed on Friday 12/26/08, full-time employees will be required to work one (1) day from Monday, 12/29/08 through Wednesday, 12/31/08. Employees who have sufficient vacation (all employees) or personal (clerical or maintenance) may use such time to cover the required work day between Christmas and New Year’s Day. Vacation or personal time requests must be approved by the employee’s supervisor in advance.

Part-time clerical employees are not eligible for the three (3) holidays between Christmas Day and New Year’s Day. Therefore, they should work their regularly scheduled number of hours during this year’s three-workday period (12/29/08 - 12/31/08). Anyone who’s normally scheduled to work on weekends may make up lost time during the week prior to or the week following the weekend closing. However, since work over 8 hours per day may result in overtime payment, supervisors should schedule make-up time accordingly. Also, part-time employees may, with the approval of their supervisor, either use vacation time or be placed on a no-pay status during this three-day time period.

Supervisors are responsible for ensuring appropriate coverage for their departments during the Christmas – New Year’s Holiday period and should schedule personnel accordingly.

Each department must submit a report to the Human Resources Department indicating who is working in their department for each of the three (3) days, by no later than Wednesday, December 10, 2008. These reports should include the department name, names of the individuals who will be working and which day they will be working; show “**none**” if no one is working on any particular date. Copies of this report must also be sent to the Campus Police Department, the Switchboard, and as required within your departmental reporting structure.

If you have questions, please contact me at Extension #7265.

Please copy this announcement and make it available for any member of your department who does not have access to e-mail. Thank you