

TO: Faculty and Staff
FROM: Human Resources
DATE: January 9, 2019
SUBJECT: University Schedule for the Holiday Closedown 2019

The holiday closedown period has been approved this year to commence at the end of the day on Friday December 20, 2019 and reopen on Thursday morning, January 2, 2020. We are communicating the schedule at this time to ensure all employees can manage their time off appropriately. The closedown is eight (8) days, two of which are paid Holidays.

Classes will not be in session during this period. Unclassified Professional and University Support Staff who would normally be scheduled to work the days may use accumulated vacation leave or their *2019 discretionary day during the holiday closedown. Non-exempt employees can also use accumulated compensatory time off during the holiday closedown. If your role requires you to work during the holiday closedown it must be approved in advance by your immediate supervisor.

- Monday, December 23, 2019
- Tuesday December 24, 2019
- **Wednesday, December 25, 2019 (State Paid Holiday)**
- Thursday, December 26, 2019
- Friday, December 27, 2019
- Monday, December 30, 2019
- Tuesday, December 31, 2019
- **Wednesday, January 1, 2020 (State Paid Holiday)**

An employee must be in pay status the entire workday before and the entire workday after state holidays in order to receive holiday pay. The official state holidays (in bold) are Christmas Day and New Year's Day.

For those that are required to work during the holiday closedown, we appreciate your dedication and service to the University.

*The discretionary day for 2019 must be used on or before December 28, 2019