The university is pleased to announce a longer winter holiday break as an enhancement to its benefits offerings.

Effective July 1, 2018, the university will close for Winter Break from December 24 through January 1. Employees will no longer need to use annual time off during this Winter Break period. In contrast, the current winter break schedule has the university closed for two consecutive days inclusive of December 25th, and two consecutive days inclusive of New Year’s Day (generally, December 24, December 25, December 31 and January 1).

Thus, we will close the university next academic year on the following days:

- Independence Day, Wednesday, July 4
- Labor Day, Monday, Sept. 3
- Thanksgiving, Thursday, Nov. 22 and Friday, Nov. 23
- Winter Break, Monday, Dec. 24 through Tuesday, Jan. 1
- Martin Luther King, Jr. Day, Monday, Jan. 21
- President’s Day, Monday, Feb. 18
- Memorial Day, Monday, May 27

Employees in positions that require work on an observed university holiday (including Winter Break) would follow the established process of taking an alternative day off. Part-time employees would continue to follow the established pro-rated holiday time off based on percentage of effort. Employees covered by collective bargaining agreements may be subject to an alternative holiday schedule and/or holiday pay; these employees should consult their respective agreements for holiday schedules and to determine eligibility for holiday pay.

To accommodate the schedule change, we will eliminate birthday leave (only available to employees with 10 or more years of service). This change will also be effective on July 1, 2018.

It has become practice in many offices to allow early dismissal prior to three-day weekends. This year only, managers may allow staff to leave at 2 p.m. on the Friday preceding Memorial Day, as long as the office’s essential functions are performed and the needs of students, faculty and staff are met.

Beginning July 1, 2018, we expect offices to maintain standard operation hours prior to holidays, with one exception: As long as the office’s essential functions are performed and the needs of students, faculty and staff are met, offices may close early (at 2 p.m. or after) on the Wednesday before Thanksgiving. Employees who wish to leave early prior to other holidays may, with the permission of their supervisor, utilize time off.