Reminder of Elimination of Birthday Leave

June 25, 2018

In order to accommodate the increased number of university holidays during winter break, birthday leave (previously available to employees with 10 or more years of service) has been eliminated as of July 1, 2018. Employees wishing to take time off on their birthdays may utilize annual leave with the permission of their manager.

With the new winter break schedule, the total number of paid holidays for eligible personnel increases, reflecting the university’s commitment to work-life balance for its employees.

2018-2019 Holiday Schedule

The university will close 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.

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.