

TO: Faculty and Staff

FR: Human Resources

DATE: January 25, 2022

SUB: University Schedule for the Holiday Closedown 2022

The holiday closedown period has been approved this year to commence at the end of the day on Tuesday December 20, 2022, and reopen on Tuesday morning, January 3, 2023. We are communicating the schedule at this time to ensure all employees can manage their time off appropriately. The closedown is nine (9) 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 *2022 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.

DATES:

- Wednesday, December 21, 2022
- Thursday, December 22, 2022
- Friday, December 23, 2022
- **Monday, December 26, 2022 (State Paid Holiday)**
- Tuesday, December 27, 2022
- Wednesday, December 28, 2022
- Thursday, December 29, 2022
- Friday, December 30, 2022
- **Monday January 2, 2023 (State Paid Holiday)**

An employee must be in pay status the entire workday before and the entire workday after state holidays to receive holiday pay. The official state holidays (bolded & italicized) 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 2022 must be used on or before December 24, 2022.