

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