

Winter Recess 2016

The winter recess period is normally scheduled to begin the week day before the federally recognized Christmas holiday. In order to provide sufficient time to process and post 2016 fall semester grades, the winter recess period has been moved back one day and will begin on Saturday, December 24, 2016 and will be extended to include Tuesday, January 3, 2017. Offices will reopen for business on Wednesday, January 4th, 2017.

All benefits-eligible staff who qualify will receive seven days at straight pay for paid winter recess. To receive winter recess pay, employees must be in pay status the last workday prior to winter recess and in pay status the first workday following winter recess. For 2016, benefits-eligible staff must work or be in pay status on Friday, December 23, 2016 and on Wednesday, January 4, 2017. Part-time benefits-eligible staff will receive compensation on a pro-rata basis.

For continuous shift operations (Public Safety and Power Plant), scheduled shifts that occur on non-traditional week days (weekends) may be included as winter recess days in equalizing time off.

Anyone required to work during recess must have the approval of the Provost or appropriate vice president. Staff who work during winter recess will receive time and one-half for all hours worked.

Be sure to conserve energy and secure offices prior to leaving

As students and faculty prepare to leave for winter break, please help conserve energy and secure the campus.

Turn-off all none critical electrical items including but not limited to:

- * lighting
- * electric space heaters
- * computers and printers
- * copy machines
- * scanners
- * radios, audio systems, DVD/VCR units and televisions
- * coffee pots "completely turned off" (especially Bunn style since they keep heating the water in the tank)
- * cooking appliances

It would be very helpful if someone in each area/department could make a final check to assure all non-critical items are off at close of business on Friday, December 23.

Also be sure to put away equipment, especially electronics, and ensure that cabinets are locked in classrooms and laboratories.