

# Staffing Guidance for University Breaks

Week of Thanksgiving

Winter Break

Spring Break

## **University Breaks**

To support energy conservation during times of lower activity level on campus, university officials encourage employing units to adopt, if practical, variable or reduced work schedules during the weeks of Thanksgiving, winter break and spring break.

Each unit should develop its own schedule during these times with approval from the appropriate dean, vice president, senior vice president, or president. Schedules should be determined on the premise that:

Week of Thanksgiving hours can begin the Monday prior to Thanksgiving and will conclude by the Sunday following Thanksgiving.

Winter break hours can begin the Monday following fall semester commencement and should conclude by the end of the week before start of spring semester classes.

Spring break hours can extend from Monday through Sunday of the week identified as spring break in the academic calendar.

As schedules are developed, units need to maintain office hours that:

- Provide daily operational services such as public safety, utilities management, snow removal, on-going research projects, etc., throughout the year
- Provide daily operations for previously scheduled public service programs
- Maintain service to customers/clients

## **Work Schedules During Breaks**

Offices of deans, vice presidents, senior vice presidents and the president must be staffed from 8:00 a.m. until 5:00 p.m. Monday through Friday throughout the year, except holidays and during breaks. (See [Office Hours policy](#) for more information)

During breaks, employees who request time off will follow established procedures for making such requests (see Time Off section below). Employees may maintain their current schedule, and if needed, discuss alternatives with their supervisor given the unit's staffing needs during the break.

Employees may be designated as “essential personnel” by their supervisor when it is necessary to ensure continuity of key operations. Supervisors shall take into account their business needs in a variety of situations when considering designating an employee as essential and providing notification when possible in advance. An employee may be determined as essential for events including but not limited to periods during the breaks. For example, an employee may be determined to be essential to perform payroll functions; their essential status may not apply outside of specific payroll deadlines.

### **Unit Closure**

Should a unit choose to close, after consultation with the respective dean, vice president, senior vice president or president, the supervisor will work with employees who want to remain working to find alternative work arrangements (i.e., location). Supervisors will coordinate through their chain of command to find feasible alternatives.

### **Time Off**

Employees may request to use unpaid time off, vacation, or compensatory time if the supervisor has determined there is no work to be performed or no need for full staffing during the defined break period. Employees must submit a request to use unpaid time off, vacation, or compensatory time in the aforementioned situations at least two (2) weeks in advance of the defined period, unless otherwise extended by the supervisor. Unpaid time off may be used by employees during the periods defined above for the week of Thanksgiving, winter break and spring break. It shall remain the supervisor’s discretion to decline time offs of any kind when work needs to be completed.

Employees who are given approval to take time off during the defined break periods must follow established policies for using vacation or compensatory time. Unpaid time off is not mandatory or required; both the supervisor and employee should make every effort to make balanced decisions based on business priorities. Supervisors may differentiate time off requests based on job duties needing to be performed during the period.

Employees who have been approved for unpaid time off will be paid for holidays that fall within the week of Thanksgiving and the winter break period. Per university policy, employees do not accrue eligible time offs during unpaid time off, unpaid leaves of absence, or when receiving donated catastrophic leave donations.