Updated November 16, 2021, to reflect additional paid holiday on December 23

Date: October 27, 2021

To: Administrative Officers

From: Pam Cain, Senior Vice President for Operations and Finance
     Kristi Darr, Vice President for University Human Resources

Re: Guidance for the University’s 2021-2022 Winter Break

The university winter break is from Monday, December 20, 2021, through Friday, January 14, 2022, to promote time off and reduce energy costs. This memo provides guidance for the 4-week period between semesters. Units may reduce services and develop schedules that align with Staffing Guidance for University Breaks.

Please share this information with your units as appropriate.

Supervisors should consider the following:

- **Online winter session.** The university will have a 4-week online winter session, December 20 – January 14. Units and departments should be staffed appropriately to support students and a successful winter session.

- **Staff expectations.** Staff should continue to be fully engaged and perform their regular work responsibilities as appropriate with supervisor approval.

- **Office Hours.** Units may implement office hours of 7:30 a.m. – 4:00 p.m., beginning Monday, December 20, and concluding on Friday, January 14. Units must develop schedules that:
  - Provide daily operational services such as public safety, utilities management, ongoing research projects, etc.
  - Provide daily operations for previously scheduled public service programs.
  - Maintain services to students and customers/clients.

- **Critical services.** Critical services, maintenance, or research programs that must operate during this period should continue to do so.

- **Building/Office access.**
  - Units should work with their building supervisor to determine building and office access. Units should specify access information on websites, voice messages, signage, and other communications.
  - Senior leaders may decide to physically close their offices the week of December 27 (three working days), provided they have evaluated the workload and have procedures in place to manage incoming messages and emergencies.
• **Take vacation.** Supervisors should work with staff to encourage and accommodate utilizing accrued vacation during this period to support a healthy work-life balance.

• **Student employees.** The period of December 20 – January 14, is considered non-academic so student employees may work more than 20 hours during a work week, if work is available.

**Timeline**

- Fall 2021 Academic Semester Ends: Friday, December 17, 2021
- Online Winter Session Begins: Monday, December 20, 2021
- **University Holiday: Thursday, December 23, 2021**
- University Holiday: Friday, December 24, 2021
- University Holiday: Monday, December 27, 2021
- University Holiday: Friday, December 31, 2021
- Online Winter Session Ends: Friday, January 14, 2022
- University Holiday: Monday, January 17, 2022
- Spring 2022 Academic Semester Begins: Tuesday, January 18, 2022

**Resources**

- [Staffing Guidance for University Breaks](#)
- [Staffing Guidance for University Breaks Frequently Asked Questions](#)