

WINTER RECESS

The president may authorize additional days off during the Christmas holiday period as winter recess days.

Winter Recess Guidelines

In general, the University will be closed from Christmas Eve through New Year's Day. The University will re-open on the business day following New Year's Day, unless otherwise designated by the president. Christmas Day, New Year's Day and two additional days will be considered University Holidays. University policy pertaining to holidays will be in effect for those dates. The remaining days will be considered Winter Recess days. During Winter Recess, all University offices will be closed and regular, benefit-eligible staff members will receive compensation equal to their regular scheduled hours. The only exceptions will be essential operations and offices that must remain open as determined by the provost and vice presidents.

See the [academic calendar](#) for this year's winter recess dates.

The following guidelines only apply to regular, benefit-eligible staff members.

1. Christmas Day, New Year's Day and two additional days will be Holidays observed by all benefit-eligible University employees. The remaining days are the designated Winter Recess days for all benefit-eligible employees.
2. For benefit-eligible, non-exempt staff members paid on a bi-weekly basis, time worked on the Holidays and the Winter Recess days generally will be reflected on the last time sheet of the year and paid on the first pay date of the new year. Standard University pay policy will apply, including payment of time and one half for any regular hours worked on the holiday.
3. Benefit-eligible, non-exempt staff members paid on a bi-weekly basis who are scheduled to work on any of the designated Winter Recess days will receive 7.5 hours Winter Recess pay and be compensated at the time and one-half rate for any regular actual hours worked.
4. Only time worked in excess of the Holiday or Winter Recess will be paid from Christmas Eve through New Year's Day. No vacation or sick pay will be allowed during this time period.
5. Part-time, non-exempt staff members eligible for partial benefits will receive Winter Recess pay and Holiday pay on a pro-rated basis.

NOTE: Temporary staff members, as well as others who are not eligible for benefits, do not qualify for Winter Recess or Holiday pay.

If you have any questions or concerns regarding these guidelines, please contact Rita Ricketts at 812-465-1287.