Date: October 21, 2022

To: Administrative Officers

From: Heather Paris, Interim Senior Vice President for Operations and Finance
      Kristi Darr, Vice President for University Human Resources

Re: Guidance for the University’s 2022-2023 Winter Break

The university winter break is from Monday, December 19, 2022, through Friday, January 13, 2023. This is a four-week period between semesters; utilized to promote time off and reduce energy costs. During this time, 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:

- **Winter session.** The university will have a four-week winter session, December 19 – January 13. 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 unless other arrangements have been made with supervisor approval.
- **Office hours.** Units may implement office hours of 7:30 a.m. – 4:00 p.m., beginning Monday, December 19, and concluding on Friday, January 13. 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 service 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 26 (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 19 – January 13 is considered non-academic, so student employees may work more than 20 hours during a work week, if work is available.

**Timeline**

- Fall 2022 Academic Semester Ends: Friday, December 16, 2022
- Online Winter Session Begins: Monday, December 19, 2022
- University Holiday: Monday, December 26, 2022
- University Holiday: Tuesday, December 27, 2022
- University Holiday: Monday, January 2, 2023
- Online Winter Session Ends: Friday, January 13, 2023
- University Holiday: Monday, January 16, 2023
- Spring 2023 Academic Semester Begins: Tuesday, January 17, 2023

**Resources**

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