

Updated November 17, 2020, to reflect announcement of two additional paid holidays

Date: October 16, 2020

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 2020-2021 Winter Calendar**

As previously announced, the university's winter calendar has changed in response to the COVID-19 pandemic. The fall semester ends November 25, 2020, and the spring semester will begin January 25, 2021. This memo provides guidance for the 8-week period between semesters. Please share this information with your units as appropriate.

Winter Calendar

From November 26 – January 24, the university will be open and fully operational, with the exception of official university holidays and the partial closing period (see below). Supervisors should consider the following:

- **Staff expectations.** Staff should continue to be fully engaged and perform their regular work responsibilities on-campus or remotely as appropriate with supervisor approval.
- **Faculty expectations.** The Office of the Senior Vice President and Provost has issued [guidance for faculty responsibilities](#) during this period.
- **Office Hours.** Units may implement office hours of 7:30 a.m. – 4:00 p.m., beginning **Wednesday, December 2**, and concluding on Monday, January 18. Units must develop schedules that:
 - Provide daily operational services such as public safety, utilities management, on-going research projects, etc.
 - Provide daily operations for previously scheduled public service programs.
 - Maintain service to students and customers/clients in-person, virtually and/or remotely.
- **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.
- **Online winter session.** The university will have a 5-week online winter session, December 14 – January 21. Units and departments should be staffed appropriately to support students and a successful winter session.
- **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 November 26 – January 24, is considered non-academic so student employees may work more than 20 hours during a work week, if work is available. With the elimination of spring break, students can work up to 20 hours during all weeks of the spring semester.
- **Non-employment dates.** Areas may adjust merit and P&S non-employment dates within their current appointment months to account for the academic calendar changes, which include no spring break.

Winter Break Partial Closing

As in previous years, the university will reduce services between December 24 and January 3 to promote time off and reduce energy costs.

- **University holidays.** December 24, December 25, and January 1 are university holidays.
- **Reduced services.** There are four remaining work days, December 28-31. During this period, online winter session classes will be held. Units may reduce services and develop schedules that align with [Staffing Guidance for University Breaks](#).
- **Critical services.** Critical services, maintenance, or research programs that must operate during this period should continue to do so.
- **Building/Office access.** Senior leaders may decide to physically close their offices, provided that they have evaluated the workload and have procedures in place to manage incoming messages and emergencies.

Timeline

- Fall 2020 Academic Semester Ends: November 25, 2020
- University Holiday: November 26, 2020
- University Holiday: November 27, 2020
- **University Holiday: November 30, 2020**
- **University Holiday: December 1, 2020**
- Online Winter Session Begins: December 14, 2020
- University Holiday: December 24, 2020
- University Holiday: December 25, 2020
- University Holiday: January 1, 2021
- University Holiday: January 18, 2021
- Online Winter Session Ends: January 21, 2021
- Spring 2021 Academic Semester Begins: January 25, 2021

Resources

[Staffing Guidance for University Breaks](#)

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