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 Monday, November 30, and concluding on Monday, January 18. 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 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
- 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