Winter Recess 2021

Winter recess is normally scheduled to begin the weekday before the federally recognized Christmas holiday. For 2021, winter recess will begin at noon on Wednesday, December 22, 2021 and will end on Friday, December 31, 2021. Offices will reopen for business on Monday, January 3, 2022.

All benefits-eligible staff who qualify will receive seven days at straight pay for winter recess and additional hours for closing at noon on December 22, 2020. The Payroll Office will provide more detail on how to report hours during the winter recess period.

To receive winter recess pay, employees must be in pay status the last workday prior to winter recess and in pay status the first workday following winter recess. For 2021, benefits-eligible staff must work or be in pay status on Wednesday, December 22, 2021 and on Monday, January 3, 2022. Part-time benefits-eligible staff will receive compensation on a pro-rata basis. For continuous shift operations (Public Safety and Power Plant), scheduled shifts that occur on non-traditional weekdays (weekends) may be included as winter recess days in equalizing time off.

Anyone required to work during recess must have the approval of the Provost or appropriate vice president. Staff who work during winter recess will receive time and one-half for all hours worked.

For more information, please visit Procedures Related to Policy 525 - Winter Recess in the Policy Library.

Be sure to conserve energy and secure offices prior to leaving

As students and faculty prepare to leave for winter break, please help conserve energy and secure the campus.

Turn-off all none critical electrical items including but not limited to:
* lighting
* electric space heaters
* computers and printers
* copy machines
* scanners
* radios, audio systems, DVD/VCR units and televisions
* coffee pots "completely turned off" (especially Bunn style since they keep heating the water in the tank)
* cooking appliances

It would be very helpful if someone in each area/department could make a final check to assure all non-critical items are off by noon on Wednesday, December 22, 2021.

Also be sure to put away equipment, especially electronics, and ensure that cabinets are locked in classrooms and laboratories.