

September 20, 2016

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To: Faculty and Staff

Re: 2016-17 Winter Holiday Closure

As in previous years, UCR plans to observe a Winter Holiday Closure during the 2016-2017 holiday season. This annual closure has allowed UCR to achieve significant energy savings and continues to be a highly effective approach to power conservation for a specific period of time.

The campus is scheduled to close beginning **Saturday, December 24, 2016** through **Monday, January 2, 2017** and will reopen on **Tuesday, January 3, 2017**. As this year's holidays fall on weekend days, pursuant to our Holiday policy and relevant provisions of our labor agreements, the campus will be observing the holidays on the following days:

Winter Holiday Closure Dates	Actual Holidays	Holiday Observed/ Leave Taken
Saturday, December 24, 2016	Christmas Eve	N/A
Sunday, December 25, 2016	Christmas Day	N/A
Monday, December 26, 2016		Christmas Day
Tuesday, December 27, 2016		Christmas Eve
Wednesday, December 28, 2016		Curtailment Leave
Thursday, December 29, 2016		Curtailment Leave
Friday, December 30, 2016		New Year's Eve
Saturday, December 31, 2016	New Year's Eve	N/A
Sunday, January 1, 2017	New Year's Day	N/A
Monday, January 2, 2017		New Year's Day

University-paid holidays will be observed while the campus is closed. However, two days (December 28 and 29, 2016) are considered curtailment leave days and are not paid holidays. Therefore, staff employees and those academic employees who accrue vacation leave are required to use vacation, compensatory time (if available) or take leave without pay for these workdays.

In accordance with university personnel policies and applicable labor agreements, employees have the choice of the following options to cover the non-paid days during the holiday closure period:

- Employees may utilize vacation days in advance of their actual accrual.
- Newly hired employees, represented and policy-covered, may utilize their vacation accruals before completing six (6) continuous months on pay status.
- Employees with accrued compensatory time may elect to use it to cover the two days off or to offset the use of vacation time.

- Employees who do not wish to use vacation or compensatory time off may request leave without pay based on departmental approval. In this case, employees will not lose hourly vacation or sick leave accruals for these two days.

In accordance with regular procedures for scheduling vacation, employees should notify their supervisors in advance as to which option or combination of options they choose to use.

For exclusively represented employees, these closure days will be handled in accordance with existing contract provisions, and are subject to discussion and/or collective bargaining where applicable.

Comments or questions regarding application of personnel policies during the closure may be sent to the HR Policy Analyst at [hrpolicy@ucr.edu](mailto:hrpolicy@ucr.edu) or extension 2-2622. Comments or questions regarding application of collective bargaining agreements may be sent to Elizabeth Sanchez, Employee and Labor Relations at [elizabeth.sanchez@ucr.edu](mailto:elizabeth.sanchez@ucr.edu) or extension 2-1414.