



October 3, 2013

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To: Faculty & Staff

Re: 2013-14 Winter Holiday Closure

As in previous years, UCR plans to observe a Winter Holiday Closure during the 2013–2014 holiday season. The campus is scheduled to close beginning Saturday, December 21 through Wednesday, January 1, 2014 and will reopen on Thursday, January 2, 2014. 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.

University-paid holidays will be observed while the campus is closed on December 24, 25, 31, 2013 and January 1, 2014. However, four days (December 23, 26, 27, and 30, 2013) are not paid holidays. 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 work days.

In accordance with University personnel policies and applicable labor agreements, employees have the choice of the following options to cover the non-paid holidays:

- Employees may utilize vacation days in advance of their actual accrual.
- Newly hired employees may utilize their vacation accruals without having achieved six continuous months on pay status.
- Employees with accrued compensatory time may elect to use it to cover the four 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 four 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 Heidie Rhodes, Human Resources, at extension 2-2463 or email at heidie.rhodes@ucr.edu. Comments or questions regarding application of collective bargaining agreements may be sent to Paul Wood, Labor Relations, at extension 2-5092 or email at paul.wood@ucr.edu.