

September 7, 2017

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To: Faculty and Staff

Re: 2017-18 Winter Holiday Closure

As in previous years, UCR plans to observe a Winter Holiday Closure during the 2017-2018 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 23, 2017** and will reopen on **Tuesday, January 2, 2018**. As some of this year's holidays fall on weekend days, pursuant to Personnel Policy 2.210 Absence from Work and relevant provisions of our collective bargaining agreements, the campus will observe the holidays on the following days:

Winter Holiday Closure Dates	Actual Holidays	Holiday Observed/ Leave Taken
Saturday, December 23, 2017		N/A
Sunday, December 24, 2017		N/A
Monday, December 25, 2017	Christmas Day	Christmas Day
Tuesday, December 26, 2017	Christmas Eve	Christmas Eve
Wednesday, December 27, 2017		Curtailment Leave
Thursday, December 28, 2017		Curtailment Leave
Friday, December 29, 2017	New Year's Eve	New Year's Eve
Saturday, December 30, 2017		N/A
Sunday, December 31, 2017		N/A
Monday, January 1, 2018	New Year's Day	New Year's Day

University-paid holidays will be observed while the campus is closed. However, two days (December 27 and 28, 2017) are considered curtailment leave days and are not paid holidays. 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 represented employees, closure days will be processed 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. Comments or questions regarding application of collective bargaining agreements may be sent to Alex Najera, Employee and Labor Relations at alex.najera@ucr.edu or extension 2-4721.