FROM: Brad Lobland, Human Resources Director

Re: Winter Closure 2017-2018

With the holidays just a few months, I’d like to reiterate UAF’s policy regarding winter break and university closure.

As a cost-saving measure, each year UAF observes a winter closure period. This academic year’s winter closure will be Dec. 25, 2017, through Jan. 2, 2018. Additional soft closure days may be observed Dec. 20-22, 2017, and Jan. 3-5, 2018.

Department supervisors and unit leaders determine who is required to work to maintain UAF operations during soft closure periods. Additionally, as Jan. 3 is the first day of Wintermester, offices that provide direct services to students should be reasonably staffed on that day and should consult with Summer Sessions before planning closures.

Four days of the winter closure period are paid holidays: Dec. 25, Dec. 26, Jan. 1 and Jan. 2. Three days of the winter closure period are not paid holidays and are days for which employees will need take annual leave, leave without pay, faculty time off or a furlough day: Dec. 27, Dec. 28 and Dec. 29. Likewise, employees who choose to participate in the soft closure will need to take annual leave, leave without pay, faculty time off or a furlough day.

Once the business hours for a department have been determined and announced by the supervisor, employees should coordinate with their supervisor regarding leave options and schedules. Employees should be aware that retirement eligibility (PERS and TRS) may be affected if leave without pay exceeds 10 days in a calendar year.

If you have additional questions, please contact Human Resources at 474-7700. Please distribute as appropriate.