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MEMORANDUM

TO: President, Provost, Vice Presidents, Deans, Directors, and Department Heads

FROM: Renisha Gibbs, Assistant Vice President for Human Resources and Finance & Administration Chief of Staff

DATE: July 9, 2015

SUBJECT: 2015–2016 Winter Break and Holiday Schedule

As outlined in the FSU holiday calendar, the Christmas Holiday will be celebrated on Friday, December 25, 2015. The New Year's Holiday will be celebrated on Friday, January 1, 2016. Employees required to work on either or both holidays may earn straight time compensatory leave.

Included in the annual calendar this year, approved by President John Thrasher, is a five-day "Winter Break," which begins Thursday, December 24, 2015. December 24, December 28, December 29, December 30, and December 31 are additional "holidays" and no annual leave usage is required. The University will be closed through Friday, January 1, 2016. The University will reopen for business on Monday, January 4, 2016.

Thus, the 2015–2016 winter break and holiday schedule is as follows:

Wednesday, December 23, 2015	Normal Business Hours
Thursday, December 24, 2015	Winter Break Holiday
Friday, December 25, 2015	University Holiday
Monday, December 28, 2015	Winter Break Holiday
Tuesday, December 29, 2015	Winter Break Holiday
Wednesday, December 30, 2015	Winter Break Holiday
Thursday, December 31, 2015	Winter Break Holiday
Friday, January 1, 2016	University Holiday
Monday, January 4, 2016	Normal Business Hours

Generally speaking, the University will be closed during this time. However, services that are essential to the University (as determined by department heads) must continue. Any employee (A&P, USPS, or 12-month Faculty) required by the department head to work during the Winter Break days may earn "Winter Break" compensatory leave to be used by the end of the fiscal year. Unlike other compensatory leave, there will be no "cash out." Employees will be required to use the time before June 30, 2016, or lose it.

2015–2016 Winter Break and Holiday Schedule

July 9, 2015

Page 2

For employees represented by a union, the University will seek to reach an agreement with the unions to provide this Winter Break to bargaining unit employees. An updated communication will be provided after we have reached agreement with the unions.

OPS employees required to work during this time period must have supervision and will only be paid for time worked. They will not accrue compensatory time.

General questions regarding Winter Break or Attendance and Leave concerns should be directed to Christine Conley at 644-1978. Questions regarding Winter Break for union represented USPS employees should be directed to Shiffany Rawls at 644-1943. Questions regarding Winter Break for union represented Faculty employees should be directed to Rebecca Peterson at 645-2202.

cc: Department Representatives