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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 18, 2017

SUBJECT: Winter Break and Holiday Schedule

As outlined in the FSU holiday calendar, the Christmas Holiday will be celebrated on Monday, December 25, 2017. The New Year's Holiday will be celebrated on Monday, January 1, 2018. 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 Friday, December 22, 2017. December 22, December 26, December 27, December 28, and December 29, are additional "holidays" and no annual leave usage is required. The University will be closed through Monday, January 1, 2018. The University will reopen for business on Tuesday, January 2, 2018.

Thus, the 2017–18 Winter Break and holiday schedule is as follows:

| | |
|------------------------------|-----------------------|
| Thursday, December 21, 2017 | Normal Business Hours |
| Friday, December 22, 2017 | Winter Break Holiday |
| Monday, December 25, 2017 | University Holiday |
| Tuesday, December 26, 2017 | Winter Break Holiday |
| Wednesday, December 27, 2017 | Winter Break Holiday |
| Thursday, December 28, 2017 | Winter Break Holiday |
| Friday, December 29, 2017 | Winter Break Holiday |
| Monday, January 1, 2018 | University Holiday |
| Tuesday, January 2, 2018 | 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, 2018, or lose it. 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.

The Winter Break provided by the President is considered a benefit to current employees of the University. Employees receiving the Winter Break benefit will be required to return to work following the conclusion of the break.

The University has reached agreement with the following staff and faculty unions: AFSCME Council 79 (AFSCME) for USPS employees in the Operational Services Unit, Administrative and Clerical Unit, and the Professional Unit; Florida Nurses Association (FNA) for the Professional Healthcare Unit; and United Faculty of Florida (UFF) for the Faculty Bargaining Unit. The University will seek to reach an agreement with the Police Benevolent Association (PBA) for the Law Enforcement Unit. An updated communication will be provided to the impacted employees after we have reached agreement with PBA.

General questions regarding Winter Break or Attendance and Leave concerns should be directed to Christine Conley at (850) 644-1978. Questions regarding Winter Break for union represented USPS employees should be directed to Tracey Pearson at (850) 644-3694. Questions regarding Winter Break for union represented Faculty employees should be directed to Rebecca Peterson at (850) 645-2202.

CC: Department Representatives