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## MEMORANDUM

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

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

**DATE:** September 12, 2023

**SUBJECT:** Holiday Schedule – Thanksgiving and Winter Break

We are pleased to announce the extended 2023 Thanksgiving and Winter Break Holiday Schedule, approved by President McCullough as follows:

### **THANKSGIVING**

**FSU will be closed on Wednesday, November 22, 2023.** Salaried employees (USPS, A&P, Executive Service, and Faculty) will receive an additional Fall Break Day on Wednesday, November 22, 2023. This is considered an extra holiday, and no annual leave usage is required. The University will reopen for business on Monday, November 27, 2023.

<b>2023 Thanksgiving Holiday Schedule</b>	
Tuesday, November 21, 2023	Normal Business Hours
Wednesday, November 22, 2023	Fall Break Holiday
Thursday, November 23, 2023	University Holiday
Friday, November 24, 2023	University Holiday
Monday, November 27, 2023	Normal Business Hours

### **WINTER BREAK**

As outlined in the FSU holiday calendar, the Christmas holiday will be on Monday, December 25, 2023, and the New Year's holiday on Monday, January 1, 2023. Employees required to work on either or both holidays may earn straight-time compensatory leave.

Included in the annual calendar this year is a six-day Winter Break. December 22, December 26, December 27, December 28, December 29, and January 2 are additional holidays, and no annual leave usage is required. The University will reopen for business on Wednesday, January 3, 2023.

The 2023 Winter Break and Holiday Schedule are as follows:

<b>2023 Winter Break &amp; Holiday Schedule</b>	
Thursday, December 21, 2023	Normal Business Hours
Friday, December 22, 2023	Winter Break Holiday
Monday, December 25, 2023	University Holiday
Tuesday, December 26, 2023	Winter Break Holiday
Wednesday, December 27, 2023	Winter Break Holiday
Thursday, December 28, 2023	Winter Break Holiday
Friday, December 29, 2023	Winter Break Holiday
Monday, January 1, 2024	University Holiday
Tuesday, January 2, 2024	Winter Break Holiday
Wednesday, January 3, 2024	Normal Business Hours

Generally speaking, the University will be closed during these times. However, services that are essential to the University (as determined by department heads) must continue. Therefore, any employee (A&P, USPS, or 12-month Faculty) required by the department head to work during the Thanksgiving holiday and/or the Winter Break days may be eligible to earn compensatory leave.

Compensatory leave earned over the Thanksgiving holiday will be paid out in the first pay period in December unless retained or used before the last day of the pay period. Compensatory leave earned during the Winter Break days must be used by the end of the fiscal year. Unlike other compensatory leave, there will be no "cash-out" option. Employees will be required to use the time before June 30, 2024, or lose it.

The President's Fall and Winter Break holidays are considered benefits to current employees of the University. Therefore, employees receiving the benefits will be required to return to work following the conclusion of the breaks.

For employees represented by a union, the University will seek to reach an agreement with the unions to provide the additional holidays. If successful, an updated communication will be provided after we have reached agreement with the unions.

OPS employees required to work during these periods must have supervision and will only be paid for time worked. Therefore, they will not accrue compensatory time.

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

CC: Department Representatives