

2024-2025 CHRISTMAS AND NEW YEAR CLOSING SCHEDULE

The University will close for the 2024-2025 Christmas and New Year break on Monday, December 16, 2023, at 5:00 p.m., and will reopen on Friday, January 3, 2025 at 8 a.m. All employees must report back to work on Friday, January 3, 2025. All offices and departments will be closed during this time, with the exception of the select departmental personnel required for essential operations.

Employees are required to use 40 hours of annual leave or leave without pay as part of the holiday break. If you do not wish to be charged any annual leave during the closure, you must submit a leave form indicating leave without pay and must be submitted by December 5, 2024. Employees will be automatically charged 40 hours of annual leave for the holiday closure.

Any questions, please contact you supervisor or the Office of Human Resources.

Have a safe and happy holiday!

/s// Rikki R. Thomas
Chief Human Resources Officer

