

From: **Chancellor's Office** <UAFdistribution@uaf.edu>
Date: Thu, Nov 3, 2011 at 2:42 PM
Subject: [UAF-Staff-L] Soft closure and reduced business hours over winter break 2011
To: uaf-staff-l@lists.uaf.edu

November 3, 2011

TO: UAF staff and faculty

FROM: Brian Rogers, Chancellor

SUBJECT: Soft closure and reduced business hours over winter break 2011

Chancellor's Cabinet has identified two possible options for UAF departments to extend the upcoming winter break by declaring a soft closure or reducing business hours in December and January. The options are as follows:

Dec. 19-23, 2011

This timeframe may offer an opportunity for closure or reduced business hours preceding the systemwide holiday closure Dec. 26-30. However, due to the academic calendar some departments may have difficulty implementing soft closure at this time.

Jan. 4, 5 and 6, 2012

The week of Jan. 2 provides a second opportunity for departments to implement soft closure or reduced hours for part or all of that week after the New Year holiday.

Departments have the option to reduce hours for the week before, or the week after, the closure week. Reduced hours, or closure, are up to the department provided that essential services are covered. Departments performing essential services may need to remain open and employees in those departments may not be able to take leave during this time.

For units that remain open to the public and provide business services to students, hours will be listed on the holiday hours website. For all other units, please be sure to communicate directly with your students, vendors and other people who might visit during the soft closure.

Please take a moment to review last year's site at <<http://www.uaf.edu/marketing/holiday/index.xml>>. If your unit is listed there, please send your soft and holiday closure hours to Marketing and Communications via e-mail at marketing@uaf.edu by Nov. 16.

For reduced business hours or soft closure there may be no forced leave. Employees may choose to work even if the department is closed; take annual leave or leave without pay; or take sick leave upon submission of evidence of illness or a professional appointment or treatment as indicated in university regulation R04.06.130 C.7. However, administrative leave is not an option during the closure.

Employees who elect for leave without pay during the regular and/or soft closure will still be eligible for holiday pay as long as they are in paid status before and after the hard and soft break.

Employees should be aware that retirement eligibility (PERS and TRS) will be affected if your leave without pay exceeds 10 days in a calendar year.

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.

If after that you have additional questions, please contact Human Resources at 474-7700.

UAF-Staff-L mailing list
UAF-Staff-L@lists.alaska.edu