HR Notification:

2017 Campus Closure and 2018 Holiday Schedule

Campus Closure

In an effort to ensure that employees have the opportunity to take time to refresh, regroup, and enjoy time with family and friends, Plymouth State University will be “closed to the public" during the Christmas and New Year holiday period. The University hopes that this time-off will enable faculty and staff to have an enjoyable and extended holiday. Please note, for PAT and OS staff there is a significant change the requirement to use vacation or earn time. The following schedule will apply this year:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>Monday, December 25, 2017</td>
<td>Christmas Holiday Observed</td>
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<tr>
<td>Tuesday, December 26, 2017</td>
<td>Post-Christmas Holiday</td>
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<tr>
<td>Wednesday, December 27, 2017</td>
<td>Closed to the Public: Campus Curtailment</td>
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<tr>
<td>Thursday, December 28, 2017</td>
<td>Closed to the Public: Campus Curtailment</td>
</tr>
<tr>
<td>Friday, December 29, 2017</td>
<td>Closed to the Public: Campus Curtailment</td>
</tr>
<tr>
<td>Monday, January 1, 2018</td>
<td>New Year’s Day Holiday Observed</td>
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</tbody>
</table>

The University understands that certain functions that are required to be performed during non-inclement weather curtailment as essential to campus operations, and as such they may be required to operate through this period. If you are required to work during this time, you will be notified by your supervisor in advance. Employees and supervisors should consult with each other regarding any such arrangements as early as possible, so that all may plan accordingly. Supervisors please make prior arrangements with associated departments for the staff who will be working in terms of ensuring building access, heated offices, etc.

Under non-inclement curtailed operations employees in these departments and operational areas who are required to work will receive their regular pay for the regularly scheduled hours, plus (for Operating Staff) compensatory time off for the hours worked. If an employee who is required to work during this period does not report to work during a curtailed period, the staff member must use earned time or leave time for any time not worked during the curtailment. The University will resume normal business operations on Tuesday, January 2, 2018, and all offices should return to their regular office schedules at that time.
Holiday Schedule

The Calendar Year 2018 Holiday Schedule has been established as follows:

Monday, January 1, 2018 – New Year's Day (observed)
Monday, January 15, 2018 – Martin Luther King Day
Monday, May 28, 2018 – Memorial Day
Wednesday, July 4, 2018 – Independence Day
Monday, September 3, 2018 – Labor Day
Monday, October 8, 2018 – Indigenous People Day
Monday, November 12, 2018 – Veteran's Day (observed)
November 22, 2018 – Thanksgiving
November 23, 2018 – Post Thanksgiving
Tuesday, December 25, 2018 – Christmas Holiday

Wednesday, December 26, 2018 Post Christmas

Please feel free to contact me with any questions.

Best,

Caryn

Caryn Ines
Director, Human Resources