

## Sent Oct 9, 2020 – Winter Closure

Good Morning Brothers and Sisters.

We wanted to make sure that you were aware of the University winter closure policy for this year 2020 and so we are including the details below. your group is one of the ones that may not fully close during the closure so we encourage you to talk with your supervisor or manager about this policy.

### **Timing**

Winter Close will begin **on Monday, December 14** and operations will resume **on Monday, January 4, 2021**.

### **Paid days off during extended Winter Close**

To help support you in taking time away from work, two days of paid time off are being provided in addition to the three days of paid time typically provided for Winter Close, for a **total of five days** of paid time off, along with **three paid holidays** during the extended closure period.

This year's break is longer than usual, however the time off will be managed as they typically do. **Specific details about implementing Winter Close in your unit will be communicated by your management!**

### **Operations that are unable to fully close**

Some areas, including those conducting critical research or providing core infrastructure services (Student Housing and Dining Services), may be unable to fully close due to the critical nature of their work. They have added the flexibility for employees who cannot take the full break to use the **two additional paid days off at another time as long as they are taken by February 26, 2021**. Areas not able to fully close will communicate requirements for working during Winter Close and managers will support employees in coordinating the use of the two additional paid days off at a later time.

Best,

Jose N. Escañuel  
President, SEIU Local 2007