



Office of Human Resources

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TO: Deans and Directors

FROM: Brad Lobland, Human Resources Director

A handwritten signature in blue ink that reads 'Brad Lobland'.

SUBJECT: Winter Closure 2016-2017

DATE: September 15, 2016

The holidays will soon be upon us, I'd like to reiterate UAF's policy regarding winter break and university closure.

As a cost savings measure, each year UAF observes a winter closure period. This academic year's winter closure will be December 26, 2016 through January 3, 2017. Additional soft closure days may be observed from December 21-23, 2016 and from January 4-6, 2017.

Departments with essential employees are exempt from the university closure. Additionally, as January 4 is the first day of Wintermester, offices providing direct services to students should be reasonably staffed on that day and should consult with Summer Sessions before planning closures.

Four days of the winter closure period are paid holidays: December 26, December 27, January 2, and January 3. Three days of the winter closure period are not paid holidays and are days for which non-essential employees will need take annual leave, leave without pay, faculty time off or a furlough day: December 28, December 29 and December 30. Likewise, if employees choose to participate in the soft closure they will need to take annual leave, leave without pay, faculty time off or a furlough day.

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

If you have any additional questions, please contact Human Resources at 474-7700. Please circulate this memo to your units. Have a wonderful academic year!

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