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## MEMORANDUM

**TO:** President, Provost, Vice Presidents, Deans, Directors, and Department Heads

**FROM:** Renisha Gibbs, Associate Vice President for Human Resources and Finance & Administration Chief of Staff

**DATE:** September 3, 2019

**SUBJECT:** Holiday Schedule – Thanksgiving and Winter Break

We are pleased to announce the extended 2019 Thanksgiving and Winter Break holiday schedule, approved by President Thrasher as follows:

### **THANKSGIVING**

**FSU will be closed on Wednesday, November 27, 2019.** Salaried employees (USPS, A&P, Executive Service, and Faculty) will receive an additional Fall Break day on Wednesday, November 27, 2019. This is considered an additional holiday and no annual leave usage is required. The University will reopen for business on Monday, December 2, 2019.

<b>2019 Thanksgiving Holiday Schedule</b>	
Tuesday, November 26, 2019	Normal Business Hours
Wednesday, November 27, 2019	Fall Break Holiday
Thursday, November 28, 2019	University Holiday
Friday, November 29, 2019	University Holiday
Monday, December 2, 2019	Normal Business Hours

### **WINTER BREAK**

As outlined in the FSU holiday calendar, the Christmas holiday will be observed on Wednesday, December 25, 2019. The New Year's holiday will be observed on Wednesday, January 1, 2020. Employees required to work on either or both holidays may earn straight time compensatory leave.

Included in the annual calendar this year is a six-day Winter Break which begins Monday, December 23, 2019. December 23, December 24, December 26, December 27, December 30, and December 31 are additional holidays and no annual leave usage is required. The University will be closed through Wednesday, January 1, 2020. The University will reopen for business on Thursday, January 2, 2020.

The 2019–2020 Winter Break holiday schedule is as follows:

<b>2019-2020 Winter Break Holiday Schedule</b>	
Friday, December 20, 2019	Normal Business Hours
Monday, December 23, 2019	Winter Break Holiday
Tuesday, December 24, 2019	Winter Break Holiday
Wednesday, December 25, 2019	University Holiday
Thursday, December 26, 2019	Winter Break Holiday
Friday, December 27, 2019	Winter Break Holiday
Monday, December 30, 2019	Winter Break Holiday
Tuesday, December 31, 2019	Winter Break Holiday
Wednesday, January 1, 2020	University Holiday
Thursday, January 2, 2020	Normal Business Hours

The University will be closed during these times. However, services that are essential to the University (as determined by department heads) must continue. Any employee (A&P, USPS, or 12-month Faculty) required by the department head to work during the Thanksgiving holiday and/or the Winter Break days, might be eligible to earn compensatory leave.

Compensatory leave earned over the Thanksgiving holiday will be paid out in the first pay period in December unless retained or used before the last day of the pay period. Compensatory leave earned during the Winter Break days must be used by the end of the fiscal year. Unlike other compensatory leave, there will be no “cash out” option. Employees will be required to use the time before June 30, 2020, or lose it.

The Fall and Winter Break holidays provided by the President are considered benefits to current employees of the University. Employees receiving these benefits will be required to return to work following the conclusion of the breaks.

For employees represented by a union, the University will seek to reach an agreement with the unions to provide the additional holidays. If successful, an updated communication will be provided.

OPS employees required to work during the Fall and Winter Break holidays will only be paid for time worked and must have supervision.

General questions regarding the break or Attendance and Leave concerns should be directed to Christine Conley at (850) 644-1978. Questions regarding the break for union represented USPS employees should be directed to Tracey Pearson at (850) 644-3694. Questions regarding the break for union represented Faculty employees should be directed to Rebecca Peterson at (850) 645-2202.

CC: Deans, Directors, Department Heads  
Department Representatives