



FLORIDA STATE UNIVERSITY  
OFFICE OF HUMAN RESOURCES  
282 Champions Way  
PO Box 3062410  
Tallahassee, FL 32306-2410  
Phone: (850) 644-6034  
Fax: (850) 645-4670

## 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:** August 12, 2020

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

We are pleased to announce the extended 2020 Thanksgiving and Winter Break Holiday Schedule, approved by President Thrasher as follows:

### **THANKSGIVING**

**FSU will be closed on Wednesday, November 25, 2020.** Salaried employees (USPS, A&P, Executive Service, and Faculty) will receive an additional Fall Break day on Wednesday, November 25, 2020. This is considered an additional holiday and no annual leave usage is required. The University will reopen for business on Monday, November 30, 2020.

<b>2020 Thanksgiving Holiday Schedule</b>	
Tuesday, November 24, 2020	Normal Business Hours
Wednesday, November 25, 2020	Fall Break Holiday
Thursday, November 26, 2020	University Holiday
Friday, November 27, 2020	University Holiday
Monday, November 30, 2020	Normal Business Hours

### **WINTER BREAK**

As outlined in the FSU holiday calendar, the Christmas holiday will be observed on Friday, December 25, 2020. The New Year's holiday will be observed on Friday, January 1, 2021. Employees required to work on either or both holidays may earn straight-time compensatory leave.

Included in the annual calendar this year is an eight-day Winter Break which begins Monday, December 21, 2020. December 21, December 22, December 23, December 24, December 28, December 29, December 30, and December 31 are additional holidays and no annual leave usage is required. The University will reopen for business on Monday, January 4, 2021.

The 2020–21 Winter Break and Holiday Schedule is as follows:

<b>2020/2021 Winter Break &amp; Holiday Schedule</b>	
Friday, December 18, 2020	Normal Business Hours
Monday, December 21, 2020	Winter Break Holiday
Tuesday, December 22, 2020	Winter Break Holiday
Wednesday, December 23, 2020	Winter Break Holiday
Thursday, December 24, 2020	Winter Break Holiday
Friday, December 25, 2020	University Holiday
Monday, December 28, 2020	Winter Break Holiday
Tuesday, December 29, 2020	Winter Break Holiday
Wednesday, December 30, 2020	Winter Break Holiday
Thursday, December 31, 2020	Winter Break Holiday
Friday, January 1, 2021	University Holiday
Monday, January 4, 2021	Normal Business Hours

Generally speaking, 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 may 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, 2021, or lose it.

The Fall and Winter Break holidays provided by the President are considered benefits to current employees of the University. Employees receiving the 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 after we have reached agreement with the unions.

OPS employees required to work during these time periods must have supervision and will only be paid for time worked. They will not accrue compensatory time.

General questions regarding the break or Attendance and Leave concerns should be directed to Christine Conley at [caconley@fsu.edu](mailto:caconley@fsu.edu). Questions regarding the break for union-represented USPS employees should be directed to Tracey Pearson at [tvpearson@fsu.edu](mailto:tvpearson@fsu.edu). Questions regarding the break for union-represented Faculty employees should be directed to Rebecca Peterson at [rpeterson@fsu.edu](mailto:rpeterson@fsu.edu).

CC: Department Representatives