



FLORIDA STATE UNIVERSITY
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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: August 3, 2021

SUBJECT: Holiday Schedule – Thanksgiving and Winter Break

We are pleased to announce the extended 2021 Thanksgiving and Winter Break Holiday Schedule, approved by President Thrasher as follows:

THANKSGIVING

FSU will be closed on Wednesday, November 24, 2021. Salaried employees (USPS, A&P, Executive Service, and Faculty) will receive an additional Fall Break day on Wednesday, November 24, 2021. This is considered an extra holiday, and no annual leave usage is required. The University will reopen for business on Monday, November 29, 2021.

2021 Thanksgiving Holiday Schedule	
Tuesday, November 23, 2021	Normal Business Hours
Wednesday, November 24, 2021	Fall Break Holiday
Thursday, November 25, 2021	University Holiday
Friday, November 26, 2021	University Holiday
Monday, November 29, 2021	Normal Business Hours

WINTER BREAK

As outlined in the FSU holiday calendar, the Christmas holiday will be observed on Friday, December 24, 2021. The New Year's holiday will be observed on Friday, December 31, 2021. Employees required to work on either or both holidays may earn straight-time compensatory leave.

Included in the annual calendar this year is a four-day Winter Break. December 27, December 28, December 29, and December 30 are additional holidays, and no annual leave usage is required. The University will reopen for business on Monday, January 3, 2022.

The 2021 Winter Break and Holiday Schedule are as follows:

2021 Winter Break & Holiday Schedule	
Thursday, December 23, 2021	Normal Business Hours
Friday, December 24, 2021	University Holiday
Monday, December 27, 2021	Winter Break Holiday
Tuesday, December 28, 2021	Winter Break Holiday
Wednesday, December 29, 2021	Winter Break Holiday
Thursday, December 30, 2021	Winter Break Holiday
Friday, December 31, 2021	University Holiday
Monday, January 3, 2022	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. Therefore, 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, 2022, or lose it.

The President's Fall and Winter Break holidays are considered benefits to current employees of the University. Therefore, 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 periods must have supervision and will only be paid for time worked. Therefore, they will not accrue compensatory time.

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: Department Representatives