## MEMORANDUM

TO: President, Provost, Vice Presidents, Deans, Directors, and Department Heads
FROM: Renisha Gibbs
Associate Vice President for Human Resources/
Finance \& Administration Chief of Staff
DATE: August 30, 2022
SUBJECT: Holiday Schedule - Thanksgiving and Winter Break
We are pleased to announce the extended 2022 Thanksgiving and Winter Break Holiday Schedule, approved by President McCullough as follows:

## THANKSGIVING

FSU will be closed on Wednesday, November 23, 2022. Salaried employees (USPS, A\&P, Executive Service, and Faculty) will receive an additional Fall Break Day on Wednesday, November 23, 2022. This is considered an extra holiday, and no annual leave usage is required. The University will reopen for business on Monday, November 28, 2022.

| 2022 Thanksgiving Holiday Schedule |  |
| :--- | :--- |
| Tuesday, November 22, 2022 | Normal Business Hours |
| Wednesday, November 23, 2022 | Fall Break Holiday |
| Thursday, November 24, 2022 | University Holiday |
| Friday, November 25, 2022 | University Holiday |
| Monday, November 28, 2022 | Normal Business Hours |

## WINTER BREAK

As outlined in the FSU holiday calendar, the Christmas holiday will be observed on Monday, December 26, 2022. The New Year's holiday will be observed on Monday, January 2, 2023. Employees required to work on either or both holidays may earn straight-time compensatory leave.

Included in the annual calendar this year is a five-day Winter Break. December 23, 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 Tuesday, January 3, 2023.

The 2022 Winter Break and Holiday Schedule are as follows:

| 2022 Winter Break \& Holiday Schedule |  |
| :--- | :--- |
| Thursday, December 22, 2022 | Normal Business Hours |
| Friday, December 23, 2022 | Winter Break Holiday |
| Monday, December 26, 2022 | University Holiday |
| Tuesday, December 27, 2022 | Winter Break Holiday |
| Wednesday, December 28, 2022 | Winter Break Holiday |
| Thursday, December 29, 2022 | Winter Break Holiday |
| Friday, December 30, 2022 | Winter Break Holiday |
| Monday, January 2, 2023 | University Holiday |
| Tuesday, January 3, 2023 | 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, 2023, 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

