

To: CSU Campus Community

From: Z Scott, Esq., President

Date: October 6, 2023

Subject: Administrative Office Closure Days

The Office of the President would like to express gratitude to the University Faculty & Staff for their continued hard work and dedication to the University. In order to refresh and renew for the New Year, administrative offices will be closed on Friday, December 22, 2023 through Tuesday January 2, 2024. The administrative offices will reopen on Wednesday January 3, 2024.

All employees of administrative offices, except essential employees, will not be required to report to work from December 22, 2023 through January 2, 2024. During this time, all employees of administrative offices will be granted four paid days out of the office without being required to utilize paid leave time.

Essential employees, who are scheduled to work, may use four paid leave days any time between January 3, 2024 – March 31, 2024. Please see your immediate supervisor for details and scheduling.

Essential employees will include all employees in the following departments:

- University Police
- Physical Facilities Planning and Management (Engineers, Grounds Workers, Building Service Workers)
- Information Technology (Limited Service from Help Desk will be available)
- Athletics Department (Limited to In-Season Sports)

**WebTime Entry Instructions:**

Submit normal work hours under “Official School Closing” for:

December 26<sup>th</sup>, December 27<sup>th</sup>, December 28<sup>th</sup>, and January 2, 2024.

## **University Holiday 2023-2024 Schedule**

Friday, December 22, 2023 – Holiday

Monday, December 25, 2023 – Holiday

Tuesday, December 26, 2023 – Administrative Closure Day

Wednesday, December 27, 2023 -- Administrative Closure Day

Thursday, December 28, 2023 -- Administrative Closure Day

Friday, December 29, 2023 -- Holiday

Monday, January 1, 2024 – Holiday

Tuesday, January 2, 2024 – Administrative Closure Day