



# Human Resources **Announcement**

For Employees, Managers, and Department Heads

## Winter Break Office Closings

December 2024/January 2025

### Paid Holidays for the 2024-2025 Winter Break

- Wednesday, Dec. 25, 2024
- Thursday, Dec. 26, 2024
- Friday, Dec. 27, 2024
- Monday, Dec. 30, 2024
- Tuesday, Dec. 31, 2024
- Wednesday, Jan. 1, 2025

### Use of Accrued Paid Time Off During Office Closings

In addition to these paid holidays, units may also close around the above paid holidays. During any office closings **other than** the paid holidays above, staff may use accrued paid time off as follows:

- Non-exempt staff may use Vacation hours or Compensatory time off. Non-exempt PAO & PAU staff may use PTO or Compensatory time off, as available. Exempt staff may use PTO. Staff in any of these categories may also choose to take the time off as Absent Without Pay with time off accruals.
- Non-exempt staff cannot use Income Protection Time and exempt and Non-exempt PAO and PAU staff cannot use PTO Sick Leave to cover this time.
- Staff employees who do not have sufficient paid time off accruals to cover the office closing will either take the time off as Absent Without Pay (with time off accruals) or be permitted to borrow up to 40 hours of time (see next section).

### Borrowing Vacation or PTO Accruals During Office Closings

Staff employees who do not have sufficient time off accruals to cover holiday office closings beyond the paid holidays above will be permitted to borrow up to 40 hours of time off per the following:

- Employees should contact their unit payroll specialist for instructions.
- As soon as the employee earns Vacation or PTO accruals, the borrowed time is charged against the accrued time.
- If the employee separates from university employment before earning the borrowed time, the employee's final paycheck will be adjusted accordingly.

If the office remains open, staff may not borrow against future accruals. With supervisor approval, they may take time off (Vacation/PTO) or be absent without pay and without time off accruals.

Additional details are available at [hr.iu.edu/relations/winter-holidays.html](https://hr.iu.edu/relations/winter-holidays.html). Contact IUHR at [askhr@iu.edu](mailto:askhr@iu.edu) or (812) 856-1234 or UCO at (812) 855-0375 for questions.

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