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TO: All Classified Employees

FROM: John Polding, Associate Vice President - Human Resources

RE: **Thanksgiving Holiday and December 25, 2009 to January 3, 2010 Campus Closure**

DATE: October 7, 2009

This year, Thanksgiving Day is Thursday, November 26th. This is a recognized State holiday and the University will be closed. As you know, the day after Thanksgiving, Friday, November 27<sup>th</sup>, has been designated as a mandatory unpaid furlough day. Classified employees who are scheduled to work on November 27th will substitute an alternative self-directed furlough day. Employees subject to mandatory furlough on November 27<sup>th</sup> will be paid for the holiday.

The University will also be closed between Friday, December 25, 2009 and Sunday, January 3, 2010, reopening on Monday, January 4, 2010.

As you know, there are four State holidays this year on which the University is open for business and classes are in session: Lincoln's Birthday (February 12); Columbus Day (October 12); Election Day (November 3) and Veterans' Day (November 11). Classified employees who work on these days can be compensated in the form of compensatory time and then apply earned compensatory time to the December 25, 2009 – January 3, 2010 closure period to receive full pay. Classified employees who have not earned the necessary amount of compensatory time to cover the duration of the campus closure must use either earned vacation or administrative leave time. A combination of earned vacation, administrative leave and compensatory time may be used as well. If an employee has no earned leave balances available, an approved Furlough (self-directed or voluntary) day may be utilized.

The University closures on November 27<sup>th</sup> and December 25, 2009 through January 3, 2010 were communicated previously to all employees in February of this year.

The Payroll and Benefits Office will be closed between December 25, 2009 and January 3, 2010, as well. Direct deposits will be processed as normal. For those employees who receive a check, checks for the December 24, 2009 pay date may be picked up after 3:00 PM on December 23, 2009. Checks not picked up by 12:00 PM on December 24, 2009 will be held until the University reopens. Employees are encouraged to utilize the direct deposit program; direct deposit authorization forms may be accessed at [http://ww2.wpunj.edu/adminsrv/hr/PayrollandBenefits/Forms/Payroll\\_Forms/Direct\\_Deposit\\_Form.pdf](http://ww2.wpunj.edu/adminsrv/hr/PayrollandBenefits/Forms/Payroll_Forms/Direct_Deposit_Form.pdf) or by calling ext. 2885.

Questions regarding the campus closure schedule and utilization of earned compensatory time, vacation or administrative leave time should be directed to ext. 3594.