TO: All Classified Employees

FROM: John Polding, Associate Vice President - Human Resources

DATE: May 8, 2015

RE: CAMPUS CLOSURE – DECEMBER 25, 2015 TO JANUARY 1, 2016

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I am writing to advise you that William Paterson University will be closed during the period between Friday, December 25, 2015 and Friday, January 1, 2016. The University will reopen on Monday, January 4, 2016.

The following are State recognized holidays in which classes will be in session: Columbus Day, Monday, October 12, 2015; Election Day, Tuesday, November 3, 2015; and Veteran’s Day, Wednesday, November 11, 2015. These days are considered holidays and classified employees who are scheduled to work or elect to work on these days can be compensated with compensatory time and apply that time to the campus closure period. If you do not earn the required amount of compensatory time, you may use earned vacation or administrative leave time during the closure. In some cases, you may wish to use a combination of earned vacation, administrative leave and compensatory time. In instances where no earned balances are available, an individual may use approved furlough (leave without pay) covering the required timeframe.

The University will be open on Friday, November 27, 2015, the day after Thanksgiving, but most offices and buildings will be closed. A location will be designated for employees who wish to report to work on that day.

Classified employees who wish to cover the December 25, 2015 to January 1, 2016 closure period and the day after Thanksgiving, will have to plan to save/apply a total of five days of compensatory time, administrative leave time, and/or vacation days. Most classified employees who work on the listed holidays when classes are in session will earn 1.5 days of compensatory time for each holiday worked. In 2015, those employees who work all three holidays will earn a total of 4 ½ days of compensatory time.

It is my hope that this notice will allow you sufficient time to plan for the campus closure and utilization of compensatory time, administrative leave time or vacation days. If you have any questions or need additional information, please call extension 2605.