



WILLIAM PATERSON UNIVERSITY

Division of Human Resources
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TO: Professional Staff, Higher Education Managers and Confidential Employees

FROM: Allison Boucher-Jarvis, Vice President for Human Resources

DATE: May 2, 2023

RE: CAMPUS CLOSURE – DECEMBER 23, 2023 TO JANUARY 1, 2024

I am writing to advise you that as part of the University’s continued efforts to reduce energy costs, the University will be closed during the period beginning Saturday, December 23, 2023 through Monday, January 1, 2024. The University will reopen on Tuesday, January 2, 2024.

Employees who wish to cover the December 23, 2023 to January 1, 2024 closure period in pay status, will have to plan to save/apply a total of four (4) days of compensatory time, Paid Leave Bank time, if applicable, and/or vacation days.

The following are State recognized holidays on which classes will be in session:

- Monday, October 9, 2023
Tuesday, November 7, 2023
Friday, November 10, 2023

These days are considered State holidays and employees who are scheduled or elect to work on these days can be compensated with hour for hour compensatory time. This year the University will provide the opportunity for unclassified employees to earn sufficient compensatory time on holidays when the campus is open to cover the campus closure without having to charge any vacation time.

Therefore, Unclassified employees who are scheduled or elect to work these days and earn “compensatory” time, will do so at the rate of 1.33 per hour for every hour worked. This hourly rate change for working these three holidays will allow eligible employees to earn up to four (4) days (rounded) of compensatory time, which may be applied to cover the entire Winter closing.

Employees may use approved furlough (leave without pay) to cover the campus closure.

We are also pleased to announce that the University will be closed on Friday, November 24, 2023, the day after Thanksgiving. For this fiscal year, the President has determined that employees will not be required to charge any earned leave time.

It is our hope that this notice will allow you to plan for the campus closure and utilization of paid time off. If you have questions or need additional information, please email humanresources@wpunj.edu.

c. R. Helldobler, G. Bartle, M. Cammarata, G. de Veyga, P. Ferguson, S. Goldstein, G. Kacenga, K. Loewrigkeit, L. McLaughlin Vignier, J. Powers, M. Reardon Henry