



WILLIAM PATERSON UNIVERSITY

Division of Human Resources
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TO: All Career Service 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 from 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, 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

Most career service employees who are scheduled or elect to work on the listed holidays when classes are in session will earn 1.5 days of compensatory time for each holiday worked. In 2023, those employees who work all three holidays will earn a total of 4 1/2 days of compensatory time, four of which may be applied to the campus closure period.

If an employee does not earn the required amount of compensatory time, earned vacation or administrative leave time may be used during the closure. In some cases, a combination of earned vacation, administrative leave and compensatory time may be applied to the campus closure period.

Employees may also use approved furlough (leave without pay) covering the required timeframe.

We are also pleased to announce that the University will be closed on Friday, November 24, 2023, the day after Thanksgiving, and only essential employees are required to work, if necessary. Employees will not be required to charge any earned leave time this fiscal year.

It is my 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. Loewigkeit, L. McLaughlin Vignier, J. Powers, M. Reardon Henry