

TO: Deans, Directors, and Department Heads

FROM: Maureen Parks, Executive Director and Associate Vice President for Human Resources
Mark Donovan, UIC Vice-Chancellor for Administrative Services

RE: DECEMBER 2011 REDUCED SERVICE SCHEDULE

DATE: November 1, 2011

The University of Illinois will observe a reduced service schedule for three days at the end of December. The holiday and reduced service schedule for the period December 23, 2011- January 2, 2012 is summarized below.

	<u>Essential Service Units ⁽¹⁾</u>	<u>All Other Units</u>
Friday December 23	Regular Workday	Regular Workday
Monday December 26	Observed University Holiday	Observed University Holiday
Tuesday December 27	Regular Workday	Designated Holiday
Wednesday December 28	Regular Workday	Reduced Service Day
Thursday December 29	Regular Workday	Reduced Service Day
Friday December 30	Regular Workday	Reduced Service Day
Monday January 2	Observed University Holiday	Observed University Holiday

⁽¹⁾ Hospital, clinics, Office of the Vice Chancellor for Administrative Services, all departments under the Department of Facilities Management and Capital Programs, Environmental Health and Safety, Telecommunication Services, Facility and Space Planning, University Police Department, Campus Auxiliary Services, and Biologic Resources Laboratory.

The following points should clarify the reduced service schedule:

- On reduced service days, the University will not be officially closed, and essential services, including security, will be provided. General administrative offices will close and academic buildings will have entrance doors locked.
- Reduced service days are not holidays. Employees are asked to use accrued vacation or floating holidays to cover these three days. Hourly (nonexempt civil service) employees not using vacation or floating holidays to cover this period may take time without pay or use accrued compensatory time.
- Academic or support staff members who wish to work during the reduced service days should notify their supervisor in writing by December 1, in order to provide

sufficient time for making suitable arrangements. The administrative officer (dean or director) of the unit should be copied on this notification. Staff members who choose to work the reduced service days will receive regular hourly rate of pay as will those who are required to work.

- When available, information regarding paycheck distribution can be found on the “HR Calendar” section of the UIC HR website.
- Christmas day is on a Sunday this year. As such, [Policy and Rules Section 11.13](#) indicates there is no excused/gift day this year.
- Details concerning the access and service level of campus buildings will be forthcoming.

For questions concerning the reduced service schedule, contact Dan Harper, Associate Director of Labor and Employee Relations, at 312-413-4788 or djharper@uic.edu.

For questions concerning building closures, contact LaDonna Hudson, Assistant Director of Human Resources for Physical Plants, at 312-996-2143 or ldhudson@uic.edu.