

TO: Deans, Directors, and Department Heads

FROM: John Loya, Vice-Chancellor for Human Resources
Mark Donovan, Vice-Chancellor for Administrative Services

RE: DECEMBER 2009-JANUARY 2010 REDUCED SERVICE SCHEDULE

DATE: November 19, 2009

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 24, 2009-January 1, 2010 is summarized below.

	<u>Essential Service Units</u> ⁽¹⁾	<u>All Other Units</u>
Thursday December 24	½ Gift Day am + ½ Excused Day pm ⁽²⁾	½ Gift Day am + ½ Excused Day pm
Friday December 25	Observed University Holiday	Observed University Holiday
Monday December 28	Regular Workday	Reduced Service Day
Tuesday December 29	Regular Workday	Reduced Service Day
Wednesday December 30	Regular Workday	Reduced Service Day
Thursday December 31	Regular Workday	Designated Holiday
Friday January 1	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.

(2) Hospital employees required to work on the gift/excused day are asked to schedule another day off between December 1, 2009 and January 31, 2010.

The following points should clarify the reduced service schedule:

- 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.

- Thursday December 24th is a gift/excused day. As such, employees who are required to work on that day will not be eligible for holiday pay; rather, they should make arrangements with their department to schedule an alternative day off with pay.
- 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 or the gift day will receive regular hourly rate of pay as will those who are required to work.
- Information regarding paycheck distribution can be found on the “Holiday/Reduced Work Schedule” section of the UIC HR website.
- For Civil Service employees who work other than Monday through Friday, Policy and Rules Section 8.02 of the Policies and Rules for Civil Service Staff located on Nessie applies.
- 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 Karen Scherman, Assistant to the Vice Chancellor for Administrative Service, at 312-996-3200 or karengs@uic.edu.