

TO: Deans, Directors and Department Heads  
FROM: Patricia A. Gill  
Interim Assistant Vice President for Human Resources  
RE: 2006 Reduced Service Schedule

The University of Illinois will implement a reduced service schedule for the period of December 25th to December 29, 2006. President White and the Chancellors of each campus are granting two half gift days to complement this schedule. The new schedule summarized in the chart below for UIC's two main groups of employees will permit the campus to operate at the reduced service level in nonessential service units, thereby reducing energy and operating costs.

	<u>Essential Service Units*</u>	<u>All Other Units</u>
Monday, 12/25	Observed University Holiday	Observed University Holiday
Tuesday, 12/26	Regular Workday	Designated Campus Holiday
Wednesday, 12/27	Regular Workday	Reduced Service Day
Thursday, 12/28	Regular Workday	Reduced Service Day
Friday, 12/29	½ gift (President) + ½ gift (Chancellor)**	½ gift (President) + ½ gift (Chancellor)
Monday, 1/01	Observed University Holiday	Observed University Holiday

\*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, Telecommunications, Facility and Space Planning, University Police Department, Campus Auxiliary Services, and Biologic Resources Laboratory. Those employees required to work on the gift day must follow the Floating Holiday Rules and Procedures for scheduling their gift day.

\*\*Hospital employees required to work on the gift day are asked to schedule another day off between December 1, 2006 and January 31, 2007. For more information, visit the following webpage <http://www.uic.edu/depts/hr/quicklinks/holidayschedule.html>.

The following points should clarify preliminary concerns about the reduced service schedule:

- The University will not be officially closed, and essential service units, including security, will be provided. General administrative offices will close and academic buildings will have entrance doors locked. Specific information regarding building closures will be distributed at a later date.
- Reduced service days are not holidays. Employees are asked to use accrued vacation or floating holidays to cover these two 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.
  - Friday December 29 is a gift day (1/2 day provided by the Chancellor and 1/2 day provided by the President). 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 your supervisor in writing by December 1, in order to provide sufficient time for making suitable arrangements. The administrative officer (dean or director) of your unit should be copied on this notification. Staff members who choose to work the reduced service days or the gift half days will receive regular hourly rate of pay as will those who are required to work.

- Information regarding paycheck distribution will be forthcoming.
- For Civil Service employees who work other than Monday through Friday, Policy and Rules [Section 8.02](#) applies.
- Additionally, a forthcoming e-mail announcement will detail the access and service level of campus buildings.

For questions concerning the reduced service schedule, contact me or Brad Smith, the Director of Employee and Labor Relations, at 312-355-3055 or [basmith@uillinois.edu](mailto:basmith@uillinois.edu).

In closing, this past year has presented many challenges with increased demands on our staff and limited resources. I extend my thanks for your extraordinary efforts in helping to make UIC a leading institution and premier employer in the Chicago area.