Additional University Closure Date for 2019

To::
Benefits-Eligible Employees
Names and titles:
The Division of Human Resources on behalf of President Robert C. Robbins

Date::
December 11, 2019

As we approach the holiday season, most University of Arizona departments will close or reduce operations between Christmas and New Year's Day. The University grants closure leave for employees in addition to these scheduled holidays, and this year, an additional day, Monday, December 23, will be included in the University Closure period.

Employees eligible for full University benefits will have the following days pre-loaded as holiday or closure time in their respective time sheets:

- Monday, December 23 ? University Closure Time
- Tuesday, December 24 ? Holiday
- Wednesday, December 25 ? Holiday
- Thursday, December 26 ? University Closure Time
- Friday, December 27 ? University Closure Time
- Monday, December 30 ? University Closure Time
- Tuesday, December 31 ? University Closure Time
- Wednesday, January 1 ? Holiday

Employees who must remain at work during all or part of the University Closure period due to a critical departmental need should report normal work hours and plan to use holiday and University Closure days before June 30, 2020.

If you have questions, please visit the University Winter Closure website at hr.arizona.edu/employees-affiliates/leaves/university-winter-closure [1] or contact the Division of Human Resources at hrsolutions@email.arizona.edu [2] or call:

Main Campus
(520) 621-3660

Health Sciences
Tucson: (520) 626-5593
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