

University Closure – Reminder on How to Report Time

To::
Benefits-Eligible Employees
Names and titles:

The Division of Human Resources

Date::
November 29, 2018

As you may know, most University of Arizona departments close or reduce operations between Christmas and New Year's Day.

For the upcoming University Closure period, paid time for employees eligible for full University benefits will be pre-loaded as follows:

- Monday, December 24, 2018 – Holiday
- Tuesday, December 25, 2018 – Holiday
- Wednesday, December 26, 2018 – University Closure Time
- Thursday, December 27, 2018 – University Closure Time
- Friday, December 28, 2018 – University Closure Time
- Monday, December 31, 2018 – University Closure Time
- Tuesday, January 1, 2019 – Holiday

Based on critical need, some departments may stay open, or require certain employees to remain at work during all or part of the University Closure. Those who will be working during the University Closure should remove the designation in order to report normal work hours and work with their supervisor to use holiday and/or University Closure days at a convenient time before June 30, 2019.

As a reminder, to receive pay for the three holidays and University Closure time, employees must be on "approved paid status" on the day before and day after the closure. This means they must be in the UA Payroll system and either at work or on prearranged paid leave (such as vacation) on Friday, December 21, 2018, and Wednesday, January 2, 2019.

Have questions? View the **[University Winter Closure website](#)** ^[1] or contact the Division of Human Resources at **hrrsolutions@email.arizona.edu** ^[2] or call:

Main Campus
520-621-3660

UA Health Sciences (Tucson)
520-626-5593

Phoenix Biomedical Campus
602-827-2600

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Links

[1] <http://hr.arizona.edu/employees-affiliates/leaves/university-winter-closure> [2] <mailto:hrrsolutions@email.arizona.edu>