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| **Name of Policy:** **Winter break**<br><br>**Policy Number:** 3364-25-68<br><br>**Approving Officer:** President<br><br>**Responsible Agent:** Chief Human Resources Officer<br><br>**Scope:** All University of Toledo Campuses<br>Non-Hospital and Non-Patient Care Employees | <br><br>**Effective date**:<br>September 15, 2023<br><br>**Original effective date:**<br>August 15, 2014 |
| **Keywords**: | |

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| | New policy | | Minor/technical revision of existing policy |
| | Major revision of existing policy | X | Reaffirmation of existing policy |

(A) Policy statement

(1) The normal academic and administrative operations of the university will down from December twenty-fifth to January first, with only designated essential services running. Between December twenty-fifth and January first all non-hospital and non-patient care employees in an active pay status the day before and the work day immediately following the winter break will be provided winter break days which shall be used in accordance with this policy.

(2) Winter break includes three public holidays: Christmas day, Columbus day (which will continue to be observed other than its calendar date and will be utilized during winter break), and New Year's day, plus three or four winter break days depending on which day the holiday falls in the year.

(3) Winter break days do not accumulate or carry-over, and are not eligible for any cash payout at time of separation, for any reason, from the university.

(4) Winter break days may only be used during the dates indicated by the university. Employees may not report winter break days on days that they would not be regularly scheduled for work.

(5) Use of winter break days may not cause an employee to exceed forty hours in one week.

(B) Scope

The dates of the winter break will be announced annually by the university but will generally be December twenty-fifth through January first.

(C) Policy guidelines

Winter break:

(1) The university of Toledo halts academic and administrative operations annually from December twenty-fifth through January first.

(2) Employees who are not in active pay status on the workday preceding and on the first workday following the winter break will not receive pay for the winter break days and holidays.

For example:

| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
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| **24** | **25** | **26** | **27** | **28** | **29** | **30** |
| | Christmas day | Columbus day | Winter break day | Winter break day | Winter break day | |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| **31** | **1** | **2** | | | | |
| | New Year's day | Return to work | | | | |

(3) Participation in the winter break is expected; however, the university's leadership team recognizes that there are operations that may need to be continued. The university will identify those essential operations annually.

(4) All employees in the identified areas might not need to report to work during the winter break. Employees with collective bargaining agreements that require vacation planning will be notified by their supervisors by March first of each year. Employees who are scheduled to work during the winter break will be allotted winter break day hours, equivalent to the hours worked on the designated winter break days. These hours need to be utilized by June thirtieth of the following year or will be forfeited.

(5) If an employee is scheduled to work on a winter break day, but fails to report to work for any reason, he/she shall not receive the pay or hours for winter break days outlined in this policy and may be subject to discipline.

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| **Approved by:**<br><br>/s/<br>Gregory Postel, MD<br>President<br><br>**Date:** September 15, 2023<br><br>**Review/revision completed by:**<br>• *Chief Human Resources Officer*<br>• *Senior Leadership Team* | **Policies superseded by this policy**:<br>• *None*<br><br>**Original effective date:**<br>*April 18, 2017*<br><br>**Review/revision date:**<br>*December 16, 2019*<br>*September 15, 2023*<br><br>**Next review date:**<br>*September 15, 2026* |