


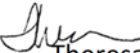


EMORY
UNIVERSITY

Human Resources

MEMO TO: Emory University Faculty and Staff

FROM:  Del King
Vice President, Human Resources


Theresa Milazzo
Vice President, Human Resources

SUBJECT: Winter Recess

DATE: May 16, 2019

As you may know, last year Emory University closed our academic and administrative offices for Winter Recess, the three days between the Christmas and New Year holidays. We are pleased to announce that Winter Recess will now be an ongoing part of the university calendar for 2019 and future years. Winter Recess is intended to provide a time for many of our faculty and staff to relax and refresh at the end of the year, in recognition of their hard work, dedication and commitment.

These three Winter Recess days are not holidays but extra days off in addition to the scheduled holidays of Dec. 24 (Christmas Eve observed), Dec. 25 (Christmas Day), Dec. 31 (New Year's Eve observed) and Jan. 1 (New Year's Day). 2019 Winter Recess days are December 26, 27 and 30.

You will not need to use your vacation, sick leave or floating holidays during Winter Recess. As a reminder, be sure to take your floating holidays prior to the end of 2019. Two floating holidays are available at the beginning of each calendar year and must be taken in the calendar year in which they are given. They will not roll over to 2020, so if you don't use them, they are lost.

Certain areas of the University will be unable to close completely during Winter Recess due to operations and services that must continue to be provided. In these circumstances, essential staff members who are required to work December 26, 27 and/or 30 will be allowed to take the equivalent number of approved days off prior to August 31, 2020. Managers will inform those who will be scheduled to work during Winter Recess.

We hope that you will use Winter Recess as a time to relax and recharge! For more details, please refer to our [Winter Recess webpage](#) which includes FAQs.