


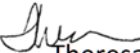


EMORY
UNIVERSITY

Human Resources

MEMO TO: Emory University Faculty and Staff

FROM:  Del King
Vice President, Human Resources


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Vice President, Human Resources

SUBJECT: Winter Recess 2018

DATE: November 30, 2018

Emory is fortunate to have dedicated faculty and staff who work hard and are extraordinarily committed all-year-round. In acknowledgement of your commitment to Emory, and in recognition of the holiday season, the university is implementing a Winter Recess, an extended period of time off during a period when much of the daily work at Emory slows down and when many offices are closed already to preserve energy.

Emory University offices will be closed on **December 26, 27 and 28, 2018**. These three Winter Recess days are in addition to the university's regularly scheduled holidays of December 24, 25, 31 and January 1. Staff will not need to use vacation or floating holidays during this time.

"Emory's culture of passion and care is driven by our dedicated staff and faculty," says President Claire E. Sterk. "We hope that the establishment of Winter Recess will provide all with the restorative time to reflect and connect. It is an appropriate moment to recognize the commitment of those members of the Emory community who allow for the university to thrive."

Staff in operational areas that provide critical, essential services and therefore will not be able to close, will have to report to work. However, they will be allowed an equivalent number of approved days prior to August 31 of the calendar year that marks January 1. Managers will inform those who will be scheduled to work during Winter Recess.

Human Resources has posted frequently asked questions on the homepage of the [HR Website](#) to address questions or administrative concerns you may have about the Winter Recess. Please refer to these FAQs to learn more about how Winter Recess will work.