

2017-18 EOU Employee Paid Holiday and Winter Campus Closure Schedule

Available on the EOU Human Resources website at www.eou.edu/hr

2017-18 EOU ACADEMIC YEAR EMPLOYEE PAID HOLIDAY and WINTER CAMPUS CLOSURE SCHEDULE		
PAID HOLIDAY	DATE	OBSERVED BY
Labor Day	Monday, September 4, 2017	All
Veterans Day	Saturday, November 11, 2017 <ul style="list-style-type: none"> EOU employees who are veterans and normally scheduled to work on November 11 may request Veteran's Day as a day off from work. Veterans may choose to have the day off as unpaid, or may use accrued vacation or other available paid time-off. Veteran employees should contact their supervisor to request the day-off with at least 21 days notice (by October 21) and provide documentation of their veteran status. Confirmation of the day-off request will be available no later than October 28. 	Veterans (optional)
SEIU Special Day	Special Day Paid Holiday for Classified Employees. <ul style="list-style-type: none"> Accrued by all Classified employees employed as of November 15 Classified employees may request using their Special Day from the work day before Thanksgiving Day through January 31 (or through June 30 if work schedules don't permit by January 31). See pages 60-61 of the SEIU agreement for information 	Classified
Thanksgiving	Thursday, November 23 and Friday, November 24, 2017 <ul style="list-style-type: none"> Thanksgiving Day, November 23, and Friday immediately following, November 24, are paid holidays and can be marked as such on time sheets. Most EOU campus buildings will be closed Thursday - Saturday, Nov. 23-25. Regular work schedules resume Sunday, November 26. Faculty follow their normal holiday work schedule 	All
Christmas Eve (Observed on Friday, 12/22, because Christmas Eve is on Sunday, 12/24)	Friday, December 22, 2017 <ul style="list-style-type: none"> Paid holiday for Classified employees. See page 61 of the SEIU agreement. Paid holiday for all eligible Administrative Professional and Executive employees (replaces president's "floating" holiday) Faculty follow their normal holiday work schedule 	All
Christmas	Monday, December 25, 2017 <ul style="list-style-type: none"> Paid holiday for Classified, Administrative Professional and Executive employees Unpaid no-work day for all others Faculty follow their normal holiday work schedule 	All

New Year's Day	Monday, January 1, 2018 <ul style="list-style-type: none"> • Paid holiday for Classified, Administrative Professional and Executive employees • Unpaid no-work day for all others • Faculty follow their normal holiday work schedule 	All
Rev. Martin Luther King Jr. Day	Monday, January 15, 2018	All
Memorial Day	Monday, May 28, 2018	All
Independence Day	Wednesday, July 4, 2018	All

Winter Campus Closure*	<p>Friday, December 22, 2017 through Monday, January 1, 2018</p> <ul style="list-style-type: none"> • Eligible employees receive holiday pay on designated paid holidays during the winter campus closure. • Other days (not paid holidays): <ul style="list-style-type: none"> ○ Classified staff may use leave without pay, or accrued comp time, accrued paid vacation, or accrued paid personal days, if available. If accrued leave time is unavailable, time-off is unpaid. ○ All Administrative Professional and Executive employees must use accrued vacation or other available paid time-off, if available. If unavailable, time-off is unpaid. ○ Part-time employees working less than .5 FTE and any employee without available accrued vacation time are granted leave without pay. ○ Faculty follow their normal holiday work schedule
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* Additional winter campus closure information:

- The EOU campus will be closed; no regular work is to be scheduled unless pre-approved by the respective Cabinet member. Only those employees assigned to provide essential services will be working, such as: EOU Campus Security and, in the event of severe inclement weather that endangers campus infrastructure, certain EOU Facilities staff. Please contact Bill Benson at 541-962-3241 or wbenson@eou.edu with questions about holiday and campus closure facilities schedules.
- The winter campus closure is required for all classified, administrative professional and executive employees.
- Faculty follow their normal work schedule during the winter academic break. Library faculty with a 12 month 1.0 FTE contract have the option of taking vacation or working from on- or off-campus work sites. Following normal advanced paid time-off request and approval procedure is required.

General Summary of Paid Time-off Pay Options:

- Classified staff: holiday pay on designated holidays, comp time, personal days, vacation time, special day, or unpaid Veteran's day per the SEIU collective bargained agreement.
- Administrative Professional and Executive Employees: holiday pay on paid holidays, vacation time.
- Part-time non-Classified employees working less than .5 FTE and any employee without available accrued vacation time will be granted leave without pay during the winter campus closure.
- Christmas day and New Year's day are designated paid holidays and eligible part-time employees are paid on a prorated basis.

For more information or to submit suggestions or questions about these holidays and seasonal closures, employees and use of leave, and other questions or suggestions, please contact the EOU Human Resources Department at 541-962-3548 or email at hr@eou.edu. Thank you!