

2018-19 EOU Employee Paid Holiday and Winter Campus Closure Schedule

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

2018-19 EOU ACADEMIC YEAR EMPLOYEE PAID HOLIDAY and WINTER CAMPUS CLOSURE SCHEDULE		
PAID HOLIDAY	DATE	OBSERVED BY
Labor Day	Monday, September 3, 2018	All
Veterans Day	Monday, November 12, 2018 (this is a newly designated paid holiday; it was previously Christmas Eve for many employees.)	All
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 22 and Friday, November 23, 2018 <ul style="list-style-type: none"> Thanksgiving Day, November 22, and Friday immediately following, November 23, are paid holidays and can be marked as such on time sheets. Most EOU campus buildings will be closed Thursday - Saturday, Nov. 22-24. Regular work schedules resume Sunday, November 25. Faculty follow their normal holiday work schedule 	All
(Christmas Eve)	(This paid holiday was moved to Veterans Day; it is now a normal work day.)	
Christmas	Tuesday, December 25, 2018 <ul style="list-style-type: none"> Paid holiday for Classified and Administrative Professional employees Unpaid no-work day for all others Faculty follow their normal holiday work schedule 	All
New Year's Day	Tuesday, January 1, 2019 <ul style="list-style-type: none"> Paid holiday for Classified and Administrative Professional employees Unpaid, no-work day for all others Faculty follow their normal holiday work schedule 	All
Rev. Martin Luther King Jr. Day	Monday, January 21, 2019	All
Memorial Day	Monday, May 27, 2019	All
Independence Day	Thursday, July 4, 2019	All

Winter Campus Closure*

Monday, December 24, 2018 through Tuesday, January 1, 2019

- Eligible employees receive holiday pay on designated paid holidays during the winter campus closure.
- Other days (that are not paid holidays):
 - o Classified staff may use leave without pay, accrued comp time, accrued paid vacation, or accrued paid personal days, if available. If accrued leave time is unavailable, time-off is unpaid.
 - o Administrative Professional exempt employees must use accrued vacation or other available paid time-off, if available. If unavailable, time-off during the week of 12/24 is unpaid.
 - o Unclassified, nonexempt (hourly) employees must use accrued vacation or other available paid time-off, if available. If unavailable, time-off is unpaid.
 - o Faculty follow their normal holiday work schedule

* Additional winter campus closure information:

- a) The EOU campus will be closed; no regular work is to be scheduled unless pre-approved by the respective Cabinet member. Only those employees specifically scheduled to provide basic services will be working such as Campus Security and certain Facilities and Planning Department personnel. Please contact Bill Benson at 541-962-3241 or wbenson@eou.edu with questions about holiday and campus closure facilities schedules.
- b) The winter campus closure is required for all classified and administrative professional employees.
- c) 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, and special day per the SEIU CBA.
- Administrative Professional Exempt Employees: holiday pay on paid holidays, vacation time.
- Unclassified nonexempt employees without available accrued vacation time will be granted leave without pay during the winter campus closure.
- Eligible part-time employees receive paid holiday pay on a prorated basis.

To submit suggestions or ask questions about paid holidays or using leave during the seasonal closure, please feel free to contact the EOU Human Resources Department at 541-962-3548 or email at hr@eou.edu. Thank you!