

## 2022-23 EOU Employee Paid Holiday and Winter Campus Closure Schedule

Available on the EOU Human Resources webpage at [www.eou.edu/hr](http://www.eou.edu/hr)

<b>2022-23 EOU ACADEMIC YEAR EMPLOYEE PAID HOLIDAY and WINTER CAMPUS CLOSURE SCHEDULE</b>		
PAID HOLIDAY	DATE	OBSERVED BY
Labor Day	Monday, September 5, 2022	All
Veterans Day	Friday, November 11, 2022	All
SEIU Special Day	<p>Special Day Paid Holiday for Classified Employees.</p> <ul style="list-style-type: none"> <li>• Accrued by all Classified employees employed as of November 15</li> <li>• 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).</li> <li>• See page 60 of the 2022-2026 OPU-SEIU agreement.</li> </ul>	Classified
Thanksgiving	<p>Thursday, November 24 and Friday, November 25, 2022</p> <ul style="list-style-type: none"> <li>• Thanksgiving Day, November 24 and Friday following, November 25 are paid holidays and can be marked as such on timesheets.</li> <li>• Most EOU campus buildings will be closed Thursday - Saturday.</li> <li>• Regular work schedules resume Sunday, November 27.</li> <li>• Faculty follow their normal holiday work schedule.</li> </ul>	All
Christmas	<p>Sunday, December 25, 2022; Observed December 26, Monday.</p> <ul style="list-style-type: none"> <li>• Paid holiday for eligible Classified and AP employees.</li> <li>• Unpaid no-work day for all others.</li> <li>• Faculty follow their normal holiday work schedule.</li> </ul>	All
New Year's Day	<p>Sunday, January 1, 2023; Observed January 2, Monday.</p> <ul style="list-style-type: none"> <li>• Paid holiday for Classified and AP employees.</li> <li>• Unpaid, no-work day for all others.</li> <li>• Faculty follow their normal holiday work schedule.</li> </ul>	All
Rev. Martin Luther King Jr. Holiday	Monday, January 16, 2023	All
Memorial Day	Monday, May 29, 2023	All
Juneteenth Holiday	Monday, June 19, 2023	All
Independence Day	Tuesday, July 4, 2023	All

<p>Winter Campus Closure*</p>	<p>Saturday, December 24, 2022 through Monday, January 2, 2023</p> <ul style="list-style-type: none"> <li>• Eligible employees receive holiday pay on designated paid holidays during the winter campus closure.</li> <li>• Other days (that are not paid holidays): <ul style="list-style-type: none"> <li>○ Classified staff may use leave without pay, or available accrued paid time off including comp time, accrued paid vacation, or accrued paid personal days, if available. If accrued leave time is unavailable, time-off is unpaid.</li> <li>○ AP exempt employees must use accrued vacation or other available paid time-off, if available. If unavailable, time-off during the Winter Closure is unpaid.</li> <li>○ Unclassified, nonexempt (hourly) employees must use accrued vacation or other available paid time-off, if available. If unavailable, time-off is unpaid.</li> </ul> </li> </ul>
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\* 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 Jim Hoffman at 541-962-3241 or jahoffman@eou.edu with questions about holiday and winter campus facilities closure 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; or leave without pay, comp time, personal days, vacation time, and special day per the OPU-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 winter closure, please feel free to contact the EOU Human Resources Department at 541-962-3548 or email at [hr@eou.edu](mailto:hr@eou.edu). Thank you!