Dear Colleagues:

I write to remind you that Portland State University will be closed starting Saturday, December 22, 2012, through and including Tuesday, January 1, 2013. The Winter Break Closure includes the Christmas holiday observed on December 25th, the New Year’s Day holiday observed on January 1st, and five regular work days.

During the closure period, University facilities will not be open for business and employees may not work unless specific arrangements have been made and then, only for the purpose of supporting critical campus functions. All requests for University facilities to remain open or for employees to work over the closure must be made through the appropriate division’s Vice President or the Provost, and be approved by my office. Requests need to be submitted to my office, in writing, on or before November 30, 2012, and must state the critical campus function that will be met by remaining open or having employees work during the closure.

As the closure days are not additional days off, employees are required to account for the non-holiday time off either by using eligible paid leave, furlough leave, or as unpaid time. Employees without available leave balances, including new employees, will be allowed to take an advance on future vacation leave earnings for the Winter Break Closure by completing a Vacation Advance Request form. This form will be available on the Human Resources website by Friday, November 30 and must be turned into Human Resources before December 17, 2012. Employees are encouraged to manage their leave balances over the next few months so that they have available paid leave for the Winter Break Closure. For more information or answers to Frequently Asked Questions about the Winter Break Closure please visit: http://www.pdx.edu/hr/Winter_Break_Closure_AY_2012-13. You can also contact Human Resources at askhrc@pdx.edu or by phone at 5-4926 if you have additional questions about the Winter Break Closure.

We will send out additional reminders about the closure as it gets closer.

Sincerely,

Monica Rimai
Vice President of Finance and Administration