Pursuant to the University of Arizona (University) observing an annual scheduled period of University Closure for the day after the Thanksgiving holiday and the days between the Christmas holidays and the New Year’s holiday. The President or the President’s designee may identify certain buildings and/or areas that will be exempt from the University Closure based on a business need to remain open.

When the University is closed, most employees do not report to work and do not receive regular pay. This policy provides appropriate compensation.

Scope

This policy applies to all benefits-eligible employees, Appointed Personnel, University Staff, and Classified Staff.

Definitions

None.

Policy

I. Full-Benefits-Eligible University Staff, Classified Staff, and Appointed Personnel

1. University employees who are eligible for full benefits shall receive paid University closure time for the day after the Thanksgiving holiday. University employees who are full benefits-eligible for full benefits and who are scheduled to work on a fiscal-year
schedule shall receive paid University Closure-time for the day after the Thanksgiving holiday and between the Christmas holidays and the New Year’s holiday. To receive University closure time for the day after the Thanksgiving holiday, employees must be in an approved paid status on both the last scheduled workday day before and first scheduled workday after the Thanksgiving holiday. To receive University closure time for winter closure, employees must be in an approved paid status on both the last scheduled workday before the Christmas Eve holiday and the first scheduled workday after the New Year’s holiday in order to receive University Closure-time.

2. Those employees required to work during University Closure shall report normal work hours and shall arrange with their supervisor to take holiday and University Closure time before the end of the fiscal year.

II. Academic-Year Faculty

1. Faculty on academic-year appointments are not scheduled to work during the academic break, so their compensation is not affected by the University Closure between the Christmas holiday and the New Year’s holiday. Their rate of pay is unrelated to any additional effort outside of the Notice of Appointment and is not subject to reduction because of the University Closure.

1-2. Faculty who are full benefits-eligible and on academic-year appointments shall receive their regular pay only for the day after the Thanksgiving holiday.

III. Student Workers (Student Groups B, C, and D)

1. Student workers do not report hours and are not paid during the University Closure. The supervisor may authorize additional work hours prior to the University Closure, within the guidelines for student workers to offset the unpaid time when the University is closed. Supervisory authorization to work such additional hours shall be based on the nature of the student employee’s job and the unit’s need to have the extra hours of work performed.

IV. Graduate Assistants/Associates

1. Graduate Assistants/Associates (GAs) on an academic-year appointment are not scheduled to work the day after the Thanksgiving holiday or during the academic break, so their regular pay is not affected by the University Closure. Their rate of pay is unrelated to any additional effort outside of the Notice of Appointment and is not subject to reduction because of the University Closure. Graduate assistants GAs who need to work the day after the Thanksgiving holiday or during the Winter academic break Session are paid on supplemental compensation. They do not report hours and are not paid during the University Closure.
V. **Non-Benefits-Eligible and Limited-Benefits-Eligible Employees**

1. Employees who are not benefits-eligible or are eligible for limited benefits may use Excused Unpaid Absence if they normally would be scheduled to work during the University Closure periods. Based on business need, supervisors may authorize these employees to work additional hours prior to the University Closure time periods to offset the unpaid time when the University is closed.

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**COMPLIANCE AND RESPONSIBILITIES**

The Division of Human Resources is responsible for compliance with this Policy.

**FREQUENTLY ASKED QUESTIONS***

Refer to the Human Resources For a comprehensive list of FAQs, please go to for additional information. 

Payroll and Timekeeping Information: University Closure payroll instructions and processing calendars are available at .

**SOURCES***

Arizona Board of Regents Policy Manual

**RELATED INFORMATION***

Relevant institutional policies include Classified Staff Human Resources Policy Manual; the Graduate Assistant Manual Payroll and Timekeeping Information – for University closure payroll instructions and processing calendars (SEM), and the University Handbook for Appointed Personnel (UHAP)
<table>
<thead>
<tr>
<th>Date</th>
<th>Revision Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/2022</td>
<td>Designating the day after the Thanksgiving holiday as University closure time beginning in 2023.</td>
</tr>
<tr>
<td></td>
<td>Substantive revisions to the Policy Section, Paragraphs I and II: full benefits-eligible University staff, classified staff, appointed personnel, and academic-year faculty will receive paid University closure time for the day after the Thanksgiving holiday.</td>
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<tr>
<td></td>
<td>Non-substantive clerical and formatting revisions made throughout the Policy.</td>
</tr>
<tr>
<td>01/27/2020</td>
<td>Updated responsible unit email.</td>
</tr>
<tr>
<td>05/19/2017</td>
<td>New Policy.</td>
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</tbody>
</table>

* Please note the Frequently Asked Questions, Sources, Related Information, and Revision History sections are provided solely for the convenience of users and are not part of the official University policy.