TO: Leave Earning Employees

FROM: John M. Toller
Associate Vice Chancellor of Human Resources/Chief HR Officer

RE: 2011 Winter Break Schedule

DATE: October 5, 2011

The University Winter Break schedule for December 2011 provides for an extended period of 10 days when the University will shut down most operations (visit the University holiday website to view the schedule: http://www.ecu.edu/cs-ecu/holiday.cfm). Employees who are in positions that earn leave must prepare in advance to use accrued vacation, bonus, or compensatory leave to cover the non-holidays of December 29th and December 30th. (Note that December 8th is the cutoff date for the December 31st payroll so leave clerks will need to know employee choices prior to that date).

While this Winter Break practice is new to ECU, other campuses in the UNC System have closed operations between the Christmas and New Year holidays for many years. The University is adopting this approach in order to facilitate employee time off to spend with family, friends, or a favorite activity outside of work. The extended break is intended to boost morale and employees and supervisors are asked to cooperate to make the extended break a success.

To help explain this new practice a list of Frequently Asked Questions is attached. Please review the information and plan ahead so you have appropriate vacation, bonus, or compensatory leave balances to cover the time off.