

## Instant HR – November 4, 2009

### TOPIC: 2010 Holiday Schedule and Reminder of 2009 Winter Closing

To Personnel Administrators and Timekeepers:

Please note the following and provide this important information to your faculty and staff as well. VCU establishes its holiday schedule to meet the academic and business needs of the institution. While VCU's holiday calendars may be different from other state agencies, they incorporate the same number of state holidays and include any additional paid holiday leave provided by the Governor.

You can view the 2009 year-end schedule and new 2010 calendar at [www.hr.vcu.edu/communications/holidays.htm](http://www.hr.vcu.edu/communications/holidays.htm). Please note these highlights:

#### **2009 Winter Closing Reminder**

- VCU's winter closing period (December 19, 2009 through January 3, 2010) **requires 24 additional hours (8 hours each on December 21, 22 and 23)** for which eligible faculty and staff must take leave (with or without pay) to cover the time away from work.
- VCU resumes normal business operations on Monday, January 4, 2010.

#### **2010 Holiday and Winter Closing Schedule**

- VCU's winter closing period (December 24, 2010 through January 2, 2011) **requires no additional hours** for which eligible faculty and staff must take leave (with or without pay) to cover the time away from work.
- VCU resumes normal business operations on Monday, January 3, 2011.

Timekeepers should refer to the Payroll Processing Schedules at [www.hr.vcu.edu/payroll/](http://www.hr.vcu.edu/payroll/) for updates to related time and leave processing information.

Thank you.

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