

October 28, 2021

Dear UA Community:

In preparation for the upcoming holiday season, I want to make employees aware of both holiday and winter closure dates.

Paid Holidays

Thanksgiving Holiday: Thursday, November 25 & Friday, November 26, 2021

Christmas: Thursday, December 23, & Friday, December 24, 2021

New Year: Thursday, December 30 & Friday, December 31, 2021

Winter Closure

Hard Closure: December 23, 2021 through January 2, 2022

Soft Closure: December 20, 2021 through January 7, 2022

Four days of the winter closure period are paid holidays: Dec. 23, Dec. 24, Dec. 30 and Dec. 31. Three days of the winter closure period (Hard Closure) — Dec. 27, 28 and 29 — are not paid holidays. On those days, employees will need to use Annual Leave, Leave Without Pay or Faculty Time Off. Likewise, employees who choose to participate in the Soft Closure period will need to take Annual Leave or Leave Without Pay. Faculty can also choose to take Faculty Time Off.

Some departments must remain open during the Hard Closure. Supervisors and unit leaders should consult with their president, chancellor, vice president, chief officer, provost, or vice chancellor, as appropriate, to determine required staffing levels to maintain university operations.

Units wishing to consider partial or full closure during Soft Closure days should work with their respective leadership point of contact. Leadership will work with the department/unit to make sure operating needs are met.

Once the business hours for a department have been determined and announced by the supervisor, employees should coordinate with their supervisor regarding leave options and schedules. Employees should be aware that retirement eligibility (PERS and TRS) may be affected if leave without pay exceeds 10 days in a creditable year.

If you have questions about UA Holidays, please contact your direct supervisor or ua-benefits@alaska.edu.