Dear colleagues:

In observance of the winter administrative recess, we will close most campus offices from Monday, December 25 through Tuesday, January 2, inclusive. Only essential on-campus services, as determined by the appropriate dean or vice chancellor, and UCI Health, which operates throughout the year, will remain open.

The last working day of 2023 will be Friday, December 22. The first working day of 2024 will be Wednesday, January 3. Per UC policy, three days within this period, December 27, 28 and 29, will not be paid holidays. To cover these three days, employees can elect one of the following options:

1. Use paid vacation time. For this period only, vacation may be used in advance of accrual.
2. Use compensatory time off or Paid Time Off (PTO), if available, with approval of your supervisor and in accordance with applicable policies and labor agreements.
3. Take up to three days as leave of absence without pay.

Employees in limited appointments and those who work part-time receive holiday pay and accrue sick leave and vacation time pursuant to the terms of applicable personnel policies and collective bargaining agreements. Faculty and Academic Student Employees (ASEs) whose Fall Quarter service period ends when final grades are due on December 21, 2023, and who do not accrue vacation time or have Paid Time Off (PTO), are not required to report absences during the Winter Recess.

Academic and administrative calendars can be viewed at: https://www.reg.uci.edu/calendars/quarterly/2023-2024/quarterly23-24.html

Sincerely,

Ramona Agrela
Vice Chancellor and Chief Human Resources Officer