

# UC SANTA BARBARA

## Office of the Chancellor

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October 2, 2019

**Dear Members of Our Campus Community,**

I am requesting that departments begin the process to formalize their Winter break plans for December 2019. The official campus holidays are:

Tuesday, December 24, 2019;  
Wednesday, December 25, 2019;  
Tuesday, December 31, 2019; and  
Wednesday, January 1, 2020.

For those departments planning to close their offices between or around the Winter break holiday dates, I ask that you consult and report on your proposed plans as follows:

Non-academic departments should report proposed plans to their respective Vice Chancellors.

Academic departments should report proposed plans to their respective Deans, who in turn should report to the Executive Vice Chancellor.

Please formulate your plans and report them to your Dean or Vice Chancellor by Monday, October 21, 2019. We will examine the plans to ensure that any proposed office closures do not create unnecessary hardships for faculty, staff or students.

In the event of a complete department closure on the dates of December 26, December 27 and December 30, employees will have the choice of using one or more of the following options, in accordance with University personnel policies, existing labor agreements and subject to discussion and/or collective bargaining where applicable:

1. Vacation (employees may utilize a certain number of vacation days in advance of their actual accrual as specified in University personnel policies and existing labor agreements; newly hired employees may utilize vacation accruals prior to six continuous months on pay status);
2. Compensatory time off; or
3. Leave without pay.

If you have any questions regarding the development of your Winter break plan, please contact Cynthia Señeriz, Human Resources Director, at 893-8137.

Sincerely,

Henry T. Yang  
Chancellor