



**TO:** Utica College Staff

**FROM:** Lisa Green, Vice President for Human Resources and Personnel Development

**DATE:** December 12, 2016

**RE:** Extra Spring Break Days for 2016-2017

As President Casamento announced at the December 5<sup>th</sup> Professional Staff Advisory Council meeting, benefit-eligible staff will receive four additional working days off with pay, to be used during the following three weeks:

- February 20-24, 2017\*
- March 13-17, 2017
- April 17-21, 2017\*

\*These date ranges represent the winter and spring break periods for most Utica-area school districts. If your school district observes different break periods and you would like to use days during those weeks instead, please work with your supervisor to make arrangements.

**These days should be recorded on time sheets and compensated absence reports in the following manner:**

- The original Spring Break Day will remain as a ***College Holiday***.
- The extra four days will be loaded into a field called ***Other***.
- Therefore, you will record one of the days as a ***College Holiday*** and the remaining four as ***Other***.

The days do not need to be taken all in the same week, however if a staff member would like to split the days, the days must all fall within one of the aforementioned timeframes (all requests are subject to supervisor approval).

The extra days are for this year only, and are being given to recognize the shared sacrifices made by all staff to help the College achieve its goal of a DOE ratio of at least 1.7.

As always, staff should work with supervisors to ensure proper office coverage during those weeks.

Please contact the Office of Human Resources by phone at (315) 792-3276 or by email at [hr@utica.edu](mailto:hr@utica.edu) with any questions.