

MEMORANDUM

To: Departmental Authorities
From: Virginia Wickstrom
 Human Resources Department
Date: October 25, 2016
Re: CHRISTMAS HOLIDAY SCHEDULE

Depending upon the work requirements of University Departments, the Christmas Schedule will be in effect from **December 24, 2016 through January 2, 2017, inclusive**. Office and regular business hours will resume on Tuesday, January 3, 2017.

The following days will be given to staff (permanent and term appointments greater than 1 year) as paid time off: December 28, 29, and 30, 2016 (gift days). For those employees who must work on any of these days, equal time off will be given at a later date.

Please Note: Students, casual employees and/or term employees (research assistants, etc.) with less than one year of service are not eligible for the “gift” days of December 28, 29 and 30. If you have employees in any of these situations, please confirm their pay status with Human Resources by **November 21, 2016**.

The holiday schedule for specific departments is as follows:

- **Security Services** will continue over this period, 24 hours a day
- **Shipping/Receiving and Mail Services** will resume regular hours January 3, 2017.
- **Development and Alumni Engagement** will be open from 9 a.m. to 1 p.m. December 28, 29 and 30, 2016.
- **Veterinary Teaching Hospital** will be available for emergency service only throughout the holiday period.
- **Diagnostic Services Laboratory** will be open on December 24 from 8:00am to 12 noon; December 27 from 8:00 am to 12 noon; December 28, 29 & 30 from 8:00 am to 4:30 pm; December 31, 2016 from 8:00am to 12 noon.
- **Chi-Wan Young Sports Centre :**

December 24 th	8:00 a.m. - 12:00 (noon)
December 25 th	Closed
December 26 th	9:00 a.m. - 5:00 p.m.
December 27 th	6:00 a.m. - 9:00 p.m.
December 28 th	6:00 a.m. - 9:00 p.m.
December 29 th	6:00 a.m. - 9:00 p.m.
December 30 th	6:00 a.m. - 8:00 p.m.
December 31 st	8:00 a.m. - 12:00 (noon)
January 1, 2017	Closed
January 2, 2017	6:00 a.m. - 11:00 p.m., resume regular hours

Departmental Authorities who require support staff over the holiday period should make their requirements known to the Human Resources Department no later than two weeks prior to the holiday.

[December Pay Dates - Deadline Changes](#)

All pay changes, PTF'S, overtime submissions, paper timesheets, etc., must be received by Human Resources by **noon**:

November 30, 2016 for the **December 16, 2016** payroll

December 5, 2016 for the **December 30, 2016** payroll

December 19, 2016 for the **January 13, 2017** payroll

Electronic timesheet deadline – **December 19, 2016** for **December 30, 2016** pay

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