



Summer Hours/Winter Break

Summer Hours 2019

Departments will again have the option of converting to summer hours (8 a.m. to 4 p.m.) on Tuesday, May 28, the day after Memorial Day. Summer hours will end on Friday, August 16, and the University will revert to the standard workday of 8:30 a.m. to 5 p.m. on Monday, August 19.

Winter Break 2020

Brown will close at the end of your department's normal workday on **Friday, December 20, 2019**, and will reopen at the beginning of your department's workday on Thursday, January 2, 2020.

Scheduled University Holidays

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|------------------------|----------------|
| Tuesday, December 24 | Christmas Eve |
| Wednesday, December 25 | Christmas Day |
| Wednesday, January 1 | New Year's Day |

The remaining five Winter Break days are not recognized University holidays, nor will they count against staff members' vacation time. During this time, faculty and staff will continue to have controlled access to their offices and the network. Due to the time sensitive nature of the work performed by many individuals, it will be critical for some offices to remain open or partially staffed throughout the Winter Break.

Department heads are responsible for managing the staffing needs of their area. Employees who are required to work must be compensated in accordance with the [Guidelines for Administering the Winter Break](#).

Questions regarding pay or compensatory time off for staff employees who are required to work on holidays or during the winter break should contact compensation_office@brown.edu.