



Summer Hours/Winter Break 2017

Summer Hours 2017

Departments will again have the option of converting to summer hours (8 a.m. to 4 p.m.) on Tuesday, May 30, the day after Memorial Day. Summer hours will end on Friday, August 18, and the University will revert to the standard workday of 8:30 a.m. to 5 p.m. on Monday, August 21.

Winter Break 2017

The University has approved a Winter Break for 2017. As such, Brown will close at the end of your department's normal workday on Thursday, December 21, 2017, and will reopen at the beginning of your department's workday on Tuesday, January 2, 2018.

Holiday Schedule

Friday, December 22	Christmas Eve
Monday, December 25	Christmas Day
Monday, January 1	New Year's Day

The remaining four 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 the Office of Compensation and Organizational Services in University Human Resources at 863-9320 or 863-3175.