

From: [Communications and Marketing](#)
To: [Employee Distribution List; isu-community-L@listserv.indstate.edu](#)
Subject: ISU Special Announcement - Winter recess is Dec. 24-Jan. 1
Date: Monday, December 10, 2018 1:11:55 PM

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ISU Special Announcement

Monday, December 10, 2018

Winter recess is Dec. 24-Jan. 1

The Indiana State University winter recess period begins the weekday before the federally recognized Christmas holiday and includes the following four traditional workdays. The winter recess period will begin Monday, Dec. 24 and will end Tuesday, Jan. 1. Offices will reopen for business on Wednesday, Jan. 2.

Additionally, for the period of Saturday, Dec. 22-Tuesday, Jan. 1, these offices and services are closed:

- * Cunningham Memorial Library (closes at 5 p.m. Dec. 21)
- * Dining Services (Sodexo)
- * Office of Information Technology
- * Charles E. Brown African American Cultural Center
- * Health and Human Services Building Recreation Services
- * Hulman Memorial Student Union (HMSU)
- * Student Recreation Center

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Student Counseling Services: Accessible for emergency services by contacting Indiana State University Public Safety at 812-237-5555. Students or individuals concerned about student safety or mental health concerns during this time (or any time after university business hours) should always first contact Public Safety or 911 (if the individual is not on campus).

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These services and offices WILL BE open during winter break:

Public Safety (812-237-5555): Open 24 hours

Hulman Center (812-237-3770): Ticket office will be open at 1 p.m. Dec. 30 for the women's basketball game at 2 p.m.

Recycle Center (812-237-8840 or 812-237-8197): Open on 8 a.m.-4 p.m. Dec. 26 and 8 a.m.-2 p.m. Dec. 29. Regular hours resume at 6 a.m. Jan. 2.

University Mail Services (812-237-8043): Departments wanting to pick up their mail during winter recess can do so 10-11:30 a.m. Friday, Dec. 28 at room 137 of Federal Hall.

Student break housing: Rhoads Hall, University Apartments South, University Apartments North and 500 Wabash.

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All benefits-eligible staff who qualify will receive seven days at straight pay for paid winter recess. To receive winter recess pay, employees must be in pay status the last workday prior to winter recess and in pay status the first workday following winter recess. For 2018, benefits-eligible staff must work or be in pay status on Friday, Dec. 21, 2018 and on Wednesday, Jan. 2, 2019. Part-time benefits-eligible staff will receive compensation on a pro-rata basis.

For continuous shift operations (Public Safety and Power Plant), scheduled shifts that occur on non-traditional weekdays (weekends) may be included as winter recess days in equalizing time off.

Anyone required to work during recess must have the approval of the Provost or appropriate vice president. Staff who work during winter recess will receive time and one-half for all hours worked.

As students and faculty prepare to leave for winter break, please help conserve energy and secure the campus. Turn off all none critical electrical items, including but not limited, to:

- * lighting?
- * electric space heaters?
- * computers and printers?
- * copy machines?
- * scanners?
- * radios, audio systems, DVD/VCR units and televisions?
- * coffee pots completely turned off or unplugged (especially Bunn-style, since they keep heating the water in the tank)?
- * cooking appliances

It would be very helpful if someone in each area/department could make a final check to assure all non-critical items are off at the close of business on Friday, Dec. 21.

Also be sure to put away equipment, especially electronics, and ensure cabinets are locked in classrooms and laboratories.