



November 19, 2009

MEMORANDUM

TO: University Community

FROM: Shari A. Shuman, Vice President
Administration & Finance

SUBJECT: **2009 Holiday Operations**

The University will be closed on Thursday and Friday, November 26 and 27, Friday, December 25 and Friday, January 1, 2010 in observance of the Thanksgiving, Christmas and New Year's holidays. President Delaney has approved additional holidays for 2009: Thursday, December 24, 2009 through Thursday, December 31, 2009. The University will remain closed during this period.

During the period of Saturday, December 12, 2009 through Wednesday, December 23, 2009, University operations will be reduced significantly. However, we must continue to maintain a limited number of essential operations. The vice presidents will meet with their division staff to develop appropriate plans for conducting these essential activities.

The following will be the University's holiday operations:

a. Utilities/Heating/Air Conditioning

Air conditioning, heating and ventilation necessary to provide normal comfort levels will be maintained during regular work hours. The system will automatically adjust to meet the reduced load during the holiday break.

b. Library

Wednesday, November 25, 2009 – Saturday, November 28, 2009

The Library will close at 10:00 pm on Wednesday, November 25 and will be closed for the University holiday at Thanksgiving on Thursday, November 26 and Friday, November 27. The hours of operation on Saturday, November 28 will be 9:00 am to 5:00 pm. Regular hours will resume on Sunday, November 29 at 1:00 pm.

Saturday, December 12, 2009 – Sunday, January 3, 2010

The following schedule will be observed for the Library and main Circulation Desk:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						Dec. 12 CLOSED
13 CLOSED	14 8:00-5:00	15 8:00-5:00	16 8:00-5:00	17 8:00-5:00	18 8:00-5:00	19 CLOSED
20 CLOSED	21 8:00-5:00	22 8:00-5:00	23 8:00-5:00	24 CLOSED	25 CLOSED	26 CLOSED
27 CLOSED	28 CLOSED	29 CLOSED	30 CLOSED	31 CLOSED	Jan. 1 CLOSED	2 CLOSED
3 CLOSED						

While the Library and the general collection stacks will be open as listed above, only lending services will be provided at the main Circulation Desk on the 1st floor. Other reference/service desks and restricted collections may be closed. Outside book returns are always open. The Library catalog, most Web-based services, request forms, e-mail reference services, and electronic full-text collections will be available by connecting through the Library's Home Page.

c. Student Union

Thursday, November 26, 2009 – Sunday, November 29, 2009

The Student Union will be closed for the University holiday at Thanksgiving on Thursday, November 26 and Friday, November 27. The hours of operation on Saturday, November 28 will be 12:00 pm to 10:00 pm. The hours of operation on Sunday, November 29 will be 12:00 pm to 12:00 am.

Saturday, December 12, 2009 – Sunday, January 3, 2010

The following schedule will be observed for the Student Union:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						Dec. 12 CLOSED
13 CLOSED	14 7:30-10:00	15 7:30-10:00	16 7:30-10:00	17 7:30-10:00	18 7:30-10:00	19 CLOSED
20 CLOSED	21 7:30-10:00	22 7:30-10:00	23 7:30-5:00	24 CLOSED	25 CLOSED	26 CLOSED
27 CLOSED	28 CLOSED	29 CLOSED	30 CLOSED	31 CLOSED	Jan. 1 CLOSED	2 CLOSED
3 CLOSED						

During the hours of operation above, all services for meeting rooms will be available. The Game Room will be open from 12:00 pm – 10:00 pm and the Information Center will be open from 8:00 am – 10:00 pm on the days above. The UNF Bookstore, Community First Credit Union and the food outlets in the Student Union have their individual operating hours as well. Please visit the Student Union website (www.unf.edu/studentunion) for all hours of operation.

d. Information Technology Services

Wednesday, November 25, 2009 – Sunday, November 29, 2009

Mathews General Purpose Computer Lab (15/2101) hours are as follows:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Nov. 25 8:00–2:00	26 CLOSED	27 CLOSED	28 CLOSED
29 12:00-5:00	30 Resume Normal Hours					

• **Technology Classroom in Mathews Building (15/1104):** CLOSED from Thursday, November 26, 2009, through Sunday, November 29, 2009.

ITS Help Desk (15/2106) hours are as follows:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Nov. 25	26	27	28
			8:00–5:00	CLOSED	CLOSED	CLOSED
29 12:00-5:00	30 Resume Normal Hours					

Friday, December 11, 2009 – Sunday, January 3, 2010

Information Technology Services will take advantage of the reduced activity during this holiday period to perform system and network maintenance. This may result in times when some services are not available. One such time will be from 12:01 am on December 18, 2009 to 11:59 pm on December 22, 2009, when Blackboard is unavailable in order to perform scheduled maintenance.

New phone and data services during winter intersession are limited to “critical needs” only. Information Technology Services will work with customers who communicate to us their critical system needs. **Faculty and staff are encouraged to shut down their computers before leaving for the holidays.** Please contact the ITS Help Desk at ext. 4357 or by e-mail at helpdesk@unf.edu for additional information.

Mathews General Purpose Computer Lab (15/2101) hours are as follows:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Dec. 11	12
					8:00-5:00	10:00-5:00
13	14	15	16	17	18	19
CLOSED	9:00-5:00	9:00-5:00	9:00-5:00	9:00-5:00	9:00-5:00	CLOSED
20	21	22	23	24	25	26
CLOSED	9:00-5:00	9:00-5:00	9:00-5:00	CLOSED	CLOSED	CLOSED
27	28	29	30	31	Jan. 1	2
CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
3	4					
CLOSED	Resume Normal Hours					

• **Technology Classrooms in Mathews Building (15/1104):** CLOSED from Saturday, December 12, 2009, through Sunday, January 3, 2010, unless a training session is scheduled

• **ITS Help Desk (15/2106) hours are as follows:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Dec. 11	12
					8:00-8:00	10:00-5:00
13	14	15	16	17	18	19
12:00-5:00	8:00-6:00	8:00-6:00	8:00-6:00	8:00-6:00	8:00-6:00	CLOSED
20	21	22	23	24	25	26
CLOSED	8:00-6:00	8:00-6:00	8:00-6:00	CLOSED	CLOSED	CLOSED
27	28	29	30	31	Jan. 1	2
CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
3						
Resume Normal Hours						

e. Auxiliary Services

Wednesday, November 25, 2009

All Auxiliary Services units will maintain standard hours with the exception of the Bookstore, Food Services and the Shuttle Service.

- Bookstore: 7:30 am – 6:00 pm
- Food Services:
 - Outtakes 7:00 am – 5:00 pm
 - Sbarros 10:30 am – 2:00 pm
 - Alumni Café closed
 - Osprey Café breakfast & lunch only (no dinner)
 - Starbucks 7:30 am – 3:00 pm
 - Bistro 8:00 am – 2:30 pm
 - SU Outtakes 8:00 am – 3:00 pm

Boathouse	11:00 am – 3:00 pm
Coyote Jacks	10:30 am – 3:00 pm
Salsaritas	10:30 am – 3:00 pm
Quiznos	10:30 am - 3:00 pm
Yan Can Cook	closed
Ozzies	7:00 am- 7:00 pm
Shuttle Service:	7:00 am – 10:00 pm

Thursday, November 26, 2009 – Sunday, November 29, 2009

All Auxiliary Services units will be closed except as follows:

Postal Services on Fri., Nov. 27	Staff will be in the mailroom from 9:00 am to 1:00 pm to receive mail from the Post Office. Anyone wishing to pick up mail during this time should contact Postal Services.
Shuttle Service on Sun, Nov. 29	Normal Sunday operations (6:00 pm – 12:00 am)
Ozzie's Grill:	
Fri, Nov. 27 & Sat, Nov 28	12:00 pm – 6:00 pm
Sun, Nov 29	12:00 pm – 12:00 am

Saturday, December 12, 2009 – Sunday, January 3, 2010:

Auxiliary Services Administrative Office: Standard hours will be maintained each day the University is open during the holiday season.

OspreyCard ID Office: Open from 8:00 am to 5:00 pm each day the University is open during the holiday season.

Ticket Box Office: Closed Monday, December 21, 2009 – Friday, January 1, 2010.

On-line Paper Order Deliveries: Paper orders will be delivered each day the University is open during the holiday season.

Postal Service: Standard hours and deliveries will be maintained each day the University is open during the holiday season. On December 24, 28, 29, 30 and 31, staff will be in the mailroom from 9:00 am to 1:00 pm to receive mail from the Post Office. Mail can be picked up at the mail room during these hours. Questions may be referred to extension 2935.

Community First Credit Union – Campus Branch: Closed Thursday, December 24, 2009 – Friday, January 1, 2010. The ATM will be functional throughout the holidays.

Parking Services: The Parking Services Office in Building 52 will maintain standard hours each day the University is open during the holiday season. Both entry booths (9A and Kernan) will close on Wednesday, December 23, 2009 at 5:00 pm and reopen at 6:30 am on Monday, January 4, 2010.

Shuttle Service: The campus shuttles will not be running during semester break beginning December 12, 2009 and ending January 3, 2010. The shuttle service will begin again on Sunday, January 3, 2010 at 6:00 pm. All discount, housing and premium permit holders are allowed to park in any premium, housing or discount parking space on days when classes are not in session.

Bookstore: Sunday, December 13, 2009 - Saturday, January 2, 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec. 13	14	15	16	17	18	19
CLOSED	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	10:00-4:00
20	21	22	23	24	25	26
CLOSED	8:30-5:00	8:30-5:00	8:30-5:00	CLOSED	CLOSED	CLOSED
27	28	29	30	31	Jan. 1	2
CLOSED	8:30-5:00	8:30-5:00	8:30-5:00	8:30-5:00	10:00-4:00	10:00-8:00

Food Service: Sunday, December 13, 2009 – Saturday, January 2, 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec. 13 All venues Closed	14 Outtakes 7:30-3:30 Boathouse 11:00- 3:00 Bistro 8:00 – 2:30 All other venues closed	15 Outtakes 7:30-3:30 Boathouse 11:00-3:00 Bistro 8:00 – 2:30 All other venues closed	16 Outtakes 7:30-3:30 Boathouse 11:00-3:00 Bistro 8:00 – 2:30 All other venues closed	17 Outtakes 7:30-3:30 Boathouse 11:00-3:00 Bistro 8:00 – 2:30 All other venues closed	18 Outtakes 7:30-3:30 Boathouse 11:00-3:00 Bistro 8:00 – 2:30 All other venues closed	19 All venues closed
20 All venues Closed	21 Outtakes 7:30-3:30 Boathouse 11:00-3:00 Bistro 8:00 – 2:30 All other venues closed	22 Outtakes 7:30 -3:30 Boathouse 11:00-3:00 Bistro 8:00 – 2:30 All other venues closed	23 Outtakes 7:30 -3:30 Boathouse 11:00-3:00 Bistro 8:00 – 2:30 All other venues closed	24 All venues closed	25 All venues closed	26 All venues closed
27 All venues Closed	28 All venues closed	29 All venues Closed	30 All venues closed	31 All venues closed	Jan. 1 All venues closed	2 All venues closed

f. PAF's, Time Sheets, and Check Distributions

In order to be paid for the holidays, the employee must be in a "paid leave status" the day before the holiday. "Paid leave status" means the employee is at work or is using their accrued leave time. This year, the day before the holidays will be Wednesday, November 25, Wednesday, December 23 and Friday, January 15.

The last day for new hires for calendar year 2009 will be Monday, December 14, 2009.

Thanksgiving Holiday:

Pay Period November 14, 2009 – November 27, 2009 (Pay #25)

- Thursday, November 19, 2009 PAF's Deadline for Budget Office no later than 12:00 pm.
- Friday, November 20, 2009 PAF's Deadline for Human Resources 12:00 pm.
- Monday, November 30, 2009 Web and Departmental Time Sheets online submission and approval by 10:00 am.
- Friday, December 4, 2009 Checks will be released at the Payroll Office, UNF Hall, Building 53, 2nd Floor, Suite 2850.

Christmas Holiday:

Pay Period December 12, 2009 – December 25, 2009 (Pay #27)

- Wednesday, December 16, 2009 PAF's Deadline for Budget Office no later than 10:00 am.
- Thursday, December 17, 2009 PAF's deadline for Human Resources 12:00 pm.
- Wednesday, December 23, 2009 Web and Departmental Time Sheets online submission and approval by 4:00 pm.
- Thursday, December 31, 2009 Checks will be released at the University Police Department, Bldg. 41, Martin P. Garris Police Bldg.

New Year's Holiday

Pay Period December 26, 2009 – January 8, 2010 (Pay #1)

- Tuesday, December 22, 2009 PAF's Deadline for Budget Office no later than 12:00 pm.
- Monday, January 4, 2010 PAF's Deadline for Human Resources 4:00 pm.
- Monday, January 11, 2010 Web and Departmental Time Sheets online submission and approval by 10:00 am.
- Friday, January 15, 2010 Checks will be released at the Payroll Office, UNF Hall, Building 53, 2nd Floor, Suite 2850.

Martin Luther King Holiday:

Pay Period January 9, 2010 – January 22, 2010 (Pay #2)

- Thursday, January 14, 2010 PAF's Deadline for Budget Office no later than 12:00 pm.
- Friday, January 15, 2010 PAF's Deadline for Human Resources 4:00 pm.
- Monday, January 25, 2010 Web and Departmental Time Sheets online submission and approval by 10:00 am.
- Friday, January 29, 2010 Checks will be released at the Payroll Office,

UNF Hall, Building 53, 2nd Floor, Suite 2850.

These are the pay periods that will change during the holidays. University operations will be at minimal staffing during these periods. Departments should plan to have additional employees authorized to handle payroll, should the need arise.

g. TSI/Foundation Accounting

December 21 – 23, 2009 - The deadline to submit invoices and check requisitions will be Monday, December 21, 2009 at Noon. Check distribution will begin on Tuesday, December 22, 2009, in the afternoon.

December 24, 2009 - January 1, 2010 – The office will be closed for the holidays.

January 4-8, 2010 – TSI/Foundation Accounting check requisition/invoices deadlines will resume the normal schedule: Monday, January 4, 2010, at 4:00 pm and Wednesday, January 6, 2010 at 4:00 pm. Check distribution will begin on Tuesday and Thursday, January 5, 2010 and January 7, 2010 respectively.