

**SUMMER AND HOLIDAY SCHEDULE FOR ADMINISTRATION & STAFF**

**2021-2022 SCHOOL YEAR**

Administrative and support staff members are encouraged to use the majority of Paid Time Off (PTO) during the summer when school is not in session. However, employees should keep in mind that a complete staff presence is essential during the week after Commencement and the week prior to Opening Days. Faculty in-service, evaluation, and conference days are regular workdays for administrative and support staff, and PTO must be used for absences on these days. Days off (beyond those allotted) during recesses also require PTO.

Additionally, while telework has been an essential tool during the pandemic, the Academy remains a fundamentally in-person community and having staff consistently available in our offices is ideal. As we are fortunate to have had the opportunity for the vast majority of our faculty and staff to be vaccinated, the expectation this summer and moving forward is that workdays will be spent on campus, other than work-related travel such as conferences, alumni events, etc. Supervisors may approve an occasional telework day if special circumstances call for it, but no employee should be working in this manner regularly.

***Summer Hours***: Summer hours will begin on Monday, June 14, 2021 and end on Monday, August 16, 2021. The workday will be from 9:00 AM to 3:00 PM, four days per week. Supervisors should coordinate schedules with their staff so that each department has an adequate physical presence on campus each day of the week. Attached is the Summer Schedule, please indicate your status per the codes listed below.

*Status Codes:* I = In the Office; SCT = Special Circumstances Teleworking\*; R = Travel for work; O = Out of the Office

***\*Note:*** *Joining a meeting via Zoom from vacation is not considered a teleworking day.*

***Winter Recess***: Winter recess extends from the end of business on Friday, December 17, 2021, through Friday, December 31, 2021. During this period, employees must work three (3) days\* from 9:00 AM to 3:00 PM. The specific days worked shall be based on each department’s needs and established with the employee’s supervisor.

***Spring Recess:*** Spring recess extends from the end of the business day on Friday, March 18, 2022 through Friday, April 1, 2022. During this period, employees must work five (5) days from 9:00 AM to 3:00 PM. The specific days worked shall be based on each department’s needs and established with the employee’s supervisor.

***Holidays:*** There will be 14 paid holidays in 2021-2022:

***Monday, July 5, 2021 Independence Day***

***Monday, September 6, 2021 Labor Day***

***Tuesday, September 7, 2021 Rosh Hashanah***

***Thursday, September 16, 2021 Yom Kippur***

***Tuesday, November 23, 2021 Thanksgiving Holiday***

***Wednesday, November 24, 2021 Thanksgiving Holiday***

***Thursday, November 25, 2021 Thanksgiving Day***

***Friday, November 26, 2021 Thanksgiving Holiday***

***Saturday, December 25, 2021 Christmas Day\****

***Saturday, January 1, 2022 New Year’s Day\****

***Monday, January 17, 2022 Dr. Martin Luther King Jr. Day***

***Monday, February 21, 2022 Presidents’ Day***

***Friday, April 15, 2022 Good Friday***

***Monday, May 30, 2022 Memorial Day***

*\*Three workdays are required during winter recess (as opposed to five in the spring) due to the two holidays that fall during the break. When these holidays fall on a weekend, the days off will be established with the employee’s supervisor and will not necessarily fall on the official observance date for each holiday.*

*Please see the 2021-2022 Academic Calendar and Master Libraries Scheduler for additional information.*