

**Winter Leave in 2013 and later: Unclassified Staff  
and FY Faculty not represented by a bargaining unit**

Starting in December 2013, Wright State University will follow the policy below in providing paid winter leave to employees during winter break. The University will review this policy and the approach described below in the third year, 2015-2016. This policy will not apply to fiscal-year faculty represented by a bargaining unit. Faculty on academic-year contracts do not accrue vacation leave and are not eligible for paid winter leave.

“Winter break” consists of the four work days between the paid holidays of Christmas and New Year’s Day. For the next three years, those days are shaded and labeled in the calendars below for employees working a M-F schedule. Employees with a regular schedule that is NOT a M-F schedule should speak to their supervisor about their specific circumstances.

**2013-14**

Mon	Tue	Wed	Thu	Fri
12/23 University open	12/24 Holiday: President’s Day (floating)	12/25 Holiday: Christmas	12/26 <b>WINTER BREAK</b>	12/27 <b>WINTER BREAK</b>
12/30 <b>WINTER BREAK</b>	12/31 <b>WINTER BREAK</b>	1/1/14 Holiday: New Year’s Day	1/2 University open	1/3 University open

**2014-15**

Mon	Tue	Wed	Thu	Fri
12/22 University open	12/23 University open	12/24 Holiday: President’s Day (floating)	12/25 Holiday: Christmas	12/26 <b>WINTER BREAK</b>
12/29 <b>WINTER BREAK</b>	12/30 <b>WINTER BREAK</b>	12/31 <b>WINTER BREAK</b>	1/1/15 Holiday: New Year’s Day	1/2 University open

**2015-16**

Mon	Tue	Wed	Thu	Fri
12/21 University open	12/22 University open	12/23 University open	12/24 Holiday: President’s Day (floating)	12/25 Holiday: Christmas
12/28 <b>WINTER BREAK</b>	12/29 <b>WINTER BREAK</b>	12/30 <b>WINTER BREAK</b>	12/31 <b>WINTER BREAK</b>	1/1/16 Holiday: New Year’s Day

All “paid winter leave” in the policy below must be used either during winter break or at a substitute time agreed upon between the employee and the University. Substitute days will be allowed only when an employee has remained at work **at the University’s request** during all or part of winter break. Substitute days must be used by June 30 of the calendar year immediately following winter break (e.g. substitute days for days worked during the winter break in 2013 must be taken by June 30, 2014).

- A. Regular Paid Winter Leave. The university will provide all full-time employees two days (16 hours) of Regular Paid Winter Leave. Most employees will use their own vacation hours or take unpaid leave for the remaining two days. (Note: employees have complete discretion about whether to use their own vacation hours or to take unpaid leave for these remaining two days.)
- B. Additional Paid Winter Leave. Some employees may not have accrued a reasonable number of vacation hours, and so may be eligible for Additional Paid Winter Leave. New employees (that is, employees who began at Wright State on July 1 of the current year or later) may be eligible to receive one or two days of Additional Paid Winter Leave, depending on time in service and accruals. Employees who have accrued 40 or more hours of vacation leave at Wright State University by December 15 will receive no Additional Paid Winter Leave; employees who have accrued 20-39 hours will receive 8 hours of Additional Paid Winter Leave; employees who have accrued 0-19 hours will receive 16 hours of Additional Paid Winter Leave.

As with Regular Paid Winter Leave, all Additional Paid Winter Leave awarded under this policy must be used during winter break or at a substitute time agreed upon between the employee and the University.

The policies above will apply to part-time employees on a pro-rated basis. For employees whose positions are externally funded, please check with your Dean or Vice President.

Please contact Human Resources at [human\\_resources@wright.edu](mailto:human_resources@wright.edu) or (937) 775-2120 with any questions.