**TO:** Stanford School of Medicine Faculty and Staff

**FROM:** Cori Bossenberry

Associate Dean, Human Resources

**SUBJECT:**    **Winter Closure 2015**

Dear Colleagues:

I write to inform you of Stanford School of Medicine’s December 2015 winter closure schedule.

**SCHEDULED WINTER CLOSURE:**

Stanford School of Medicine will follow the same schedule approved by President Hennessy and Provost Etchemendy for the University.

**The 2015 Winter Closure will be: Monday, December 21, 2015 through Friday, January 1, 2016**.

During this time, the following dates have been designated as University holidays: Thursday, December 24, 2015, Friday, December 25, 2015, and Friday, January 1, 2016.   Except where operations must continue, all areas of the school are asked to close during this two-week period.   Regular operations will resume on **Monday, January 4, 2016**.  The winter closure also will apply to bargaining unit employees.

This year, for areas that close for the entire period of December 21, 2015, through January 3, 2016, **the University will provide three (3) additional days off with pay** which Stanford Medicine has designated as **December 21, 22, and 23, 2015.**For the other  four (4) regular workdays during winter close that are not designated by the University as holidays or paid days off, employees may use accrued vacation, any available PTO, approved time off without pay, or any combination thereof.  All departments are asked to administer time off during this week in a consistent fashion, and not to award University paid time off for other dates.

**SUMMARY:  The School’s two week closure is as follows:**

Monday, December 21, 2015             Additional Paid day off

Tuesday, December 22, 2015             Additional Paid day off

Wednesday, December 23, 2015      Additional Paid day off

Thursday, December 24, 2015          University Holiday

Friday, December 25, 2015                 University Holiday

Monday, December 28, 2015             Vacation/PTO/Unpaid time off

Tuesday, December 29, 2015             Vacation/PTO/Unpaid time off

Wednesday, December 30, 2015      Vacation/PTO/Unpaid time off

Thursday, December 31, 2015          Vacation/PTO/Unpaid time of

Friday, January 1, 2016                        University Holiday

**MANDATORY CLOSURE:**

All areas of Stanford School of Medicine are asked to close during this two week period.   As in past years, there will be some areas that must remain open for all or part of the winter closure (e.g., clinical units, lab animal facilities, some research labs, portions of Student Affairs, Lane Library, etc.).  DFAs and Department Directors are expected to review requests for employees to work during winter closure and approve only those that are critical to departmental operations

Any decision to keep a department open must be approved by the DFA and/or Department Director overseeing the department, and HRG/Employee Relations must be notified.  In those rare cases where operations require that some employees remain on duty in a unit that is otherwise closed, the DFA and/or Department Director in conjunction with HRG/Employee Relations may approve an alternative paid day off for those employees who are required to work for operational reasons on any of the designated paid days off (December 21, 22, or 23, 2015)

**COMMUNICATION TO EMPLOYEES:**

Please inform all your employees as soon as possible of your department plans so that they make appropriate plans for the use of their accrued vacation and PTO.

If you have questions regarding Stanford Medicine winter closure schedule, please contact HRG/Employee Relations, or you may reply to this email and your question will be directed to an HRG staff member for response.

cc:       Lloyd Minor, M.D.

Marcia Cohen