

**Howard University**  
**Winter Break Full Campus Closure**  
**Monday, Dec. 23, 2013 – Wednesday, Jan. 1, 2014**  
**Frequently Asked Questions (FAQs)**

Howard University will officially commence a full campus closure during Winter Break with most essential services unavailable. This full campus closure will begin at 12:01 a.m. Monday, December 23, 2013 and end at 11:59 p.m. Jan. 1, 2014. The Office of Human Resources (OHR) is available to offer guidance or address questions that are not answered by this document. **Please e-mail all correspondence to [humanresources@howard.edu](mailto:humanresources@howard.edu), or call 202-806-5396. Grant employees may call 202-806-4783 for any grant related questions for the full campus closure.**

**1. What is a campus closure?**

- A campus closure is a predefined period of only essential campus academic and support-service activity, with corresponding reductions in staffing to the level necessary to maintain the health and safety of the campus community and the uninterrupted or reduced provision of some types of services and activities.

**2. What is an essential employee?**

- An essential employee is one whose work or presence is necessary for the provision of safety, health and delivery of reduced service on the campus during the period of winter break.
- Essential employees for the purposes of winter break are not necessarily the same as those designated essential for emergencies or other types of closures.
- Essential employees will be required to use forty-eight (48) hours of annual leave on alternate dates before March 2, 2014, or may elect to use leave without pay in lieu of one or more days of annual leave.

**3. What is annual leave?**

- Annual leave is vacation leave, advanced to all employees on July 1 every year.
- Employees who earn annual leave are required to use advanced annual leave or leave without pay during this period.

**4. How will my annual leave be affected?**

- During the period of full campus closure, employees may use up to forty-eight (48) hour's annual leave (vacation) from their available annual leave balance. Employees may not use sick leave for this purpose.

**5. What if I choose not to use my annual leave?**

- In lieu of the use of annual leave, employees may elect to take one or more of the days (up to six) of the campus closure as leave without pay. Those electing to use leave without pay should notify their manager of their choice to use leave without pay by December 17, 2013. Managers are responsible for entering leave without pay for the requested days on the employee's time sheet by December 18, 2013.
- Managers will have the full responsibility of inputting leave without pay requests on the employee's time sheet through the PeopleSoft, Time and Attendance document.

6. **What if I don't have enough annual leave time to cover winter break?**
  - Employees who do not have sufficient annual leave to cover winter break may use leave without pay.
7. **What is leave without pay (LWOP)?**
  - LWOP is an authorized period of absence during which the employee will not receive pay. LWOP may also be used to cover the six (6) day winter break.
8. **Are there any employees excluded from participating in the winter break full campus closure?**
  - Participants who are 100% funded by the Faculty Practice Plan for clinical duties
  - Howard University Hospital (HUH) employees and/or other employee whose work site is designated as HUH
9. **Are grant employees required to participate in the winter break full campus closure?**
  - Yes, grant employees are required to participate in the winter break full campus closure.
  - For grant employees who are deemed as essential services as approved by their Cabinet officer there is still a requirement to use forty-eight (48) hours of annual leave prior to March 2, 2014.
  - Grant employees who are deemed as essential are those employees who need to continue to work to maintain activity/research on a project during the closure.
10. **How will the leave be reflected on my grant project?**
  - In accordance with the University's *Facilities and Administrative Costs (F&A) Negotiated Rate Agreement* - "Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims for the costs of these paid absences are not made."
11. **Why is the full campus closure necessary during winter break?**
  - During the holiday season, there are no campus academic and support-service activities. It is projected that the full campus closure will improve Howard's FY2014 operating performance by significantly reducing the use of facilities and utilities and annual leave banks.
12. **Why did the University choose the holidays for the full campus closure?**
  - All Howard students and faculty are away from campus during late December. Therefore, the demand for services during this time is eliminated. The full campus closure is designed to minimize the impact on students, programs, and faculty.
13. **What if I am scheduled away from campus for all or part of the full campus closure?**
  - Employees with either approved, prepaid professional development or comparable commitments must take forty-eight (48) hours of annual leave on days other than during the full campus closure so long as those annual leave days are taken prior to March 2, 2014 and approved by their manager.

**14. What if I am on sick leave, FMLA, or short-term disability, or other types of recognized leave?**

- Employees on sick leave, FMLA, short-term disability, or other types of recognized leave must notify the Office of Human Resources. The employee may contact an OHR representative either by e-mail at [humanresources@howard.edu](mailto:humanresources@howard.edu), or may call 202-806-5396 on or before December 18, 2013.

**15. What if I am on an overseas assignment?**

- Employees with issues related to overseas assignments, visas, and other issues related to conducting University business outside of the continental United States must notify the Office of Human Resources. The employee may contact an OHR representative either by e-mail at [humanresources@howard.edu](mailto:humanresources@howard.edu) or may call 202-806-5396 on or before December 18, 2013. Grant employees may call 202-806-4783 for any grant related questions for the full campus closure on or before December 18, 2013.

**16. Will any services be available?**

- Limited services will be available during the full campus closure.
- Campus public safety services will be available
- Emergency response and medical services will not be available. If there is any need for emergency contact please call the Department of Public Safety.
- Counseling services will be closed.
- Student Health Center will be closed.
- Food Service will not be available.
- iLAB will be closed.
- Office of Financial Aid, Office of the Bursar, University Cashiers, and Office of Admissions will be closed
- Transportation will not be available.
- Rankin Chapel will be closed.

**17. Will there be access to campus residence halls?**

- No, campus residence halls will be closed.

**18. Will there be any access to other campus buildings/facilities?**

- Environmental systems will operate on a reduced basis to conserve resources and costs. Appropriate attention will be given to safety and health issues, protection of the facilities and their contents, and required support for approved activities and essential employees.
- Access to facilities will be limited consistent with health and safety. Limited access will be determined by the appropriate official.
- Faculty access to offices and laboratories will be consistent with health and safety. Academic Deans will determine the status and availability of each facility in coordination with central academic leadership.

**19. Where should I direct questions about winter break?**

- You may contact the Office of Human Resources either by e-mail at [humanresources@howard.edu](mailto:humanresources@howard.edu) or you may call 202-806-5396.

- Grant employees may call 202-806-4783 for any grant related questions for the full campus closure.
- The Office of Human Resources has overall responsibility for the detailed planning, coordination, communication, implementation and achievement of the goals of winter break. OHR will coordinate and work to resolve all issues that arise regarding winter break.
- Each Cabinet Officer is responsible for identifying workload, essential services, essential employees and any other related issues that would affect their staff and operations and for recommending solutions consistent with the parameters and goals of the full campus closure.
- Prior to December 18, 2013, questions about the full campus closure should be directed to your manager. Additional questions or concerns about the full campus closure may either be e-mailed to [humanresources@howard.edu](mailto:humanresources@howard.edu) or you may call the Office of Human Resources at 202-806-5396. Grant employees may call 202-806-4783 for any grant related questions for the full campus closure.