



UNIVERSITY of WISCONSIN
GREEN BAY

TO: Area Leaders, CEO's
FROM: Office of Human Resources and Workplace Diversity
RE: Office Hours and Institutional Closure Policy (July 5, 2019)
DATE: May 13, 2019

Consistent with [HR 14-17-3 "Office Hours and Instructional Closure Policy"](#), the Chancellor has authorized the closure of applicable offices, **Friday, July 5, 2019** for all UWGB Campuses **subject to determination by area leaders**. Please review the policy for specific application to your area.

As an area leader, it will be at your discretion to determine essential and non-essential functions across your area and subsequent individual office closures for the day. Please note that areas which are identified as essential functions under the policy will be required to be staffed on July 5th. The provision of essential services on the Branch Campuses will be covered by the Green Bay Campus Offices (e.g. GBOSS will function as the office for all Branch Campuses).

If an employee chooses to work on July 5th, they must receive approval from their immediate supervisor and may be subject to reassignment based on institutional needs. Employees who elect to take this day must submit the absence request through HRS and have sufficient vacation / personal days to be absent on the 5th.

Any employee who elects to not work on Friday, July 5th must take applicable paid leave for this date, as this institutional closure does not represent an additional holiday.