

 Ringling College of Art + Design STAFF HANDBOOK	Index:	502.1
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	Revised:	January 1, 2022

Winter Break Leave

The main College Campus is closed for Winter Break between the Fall and Spring semesters. Winter Break is inclusive of the Christmas Day and New Year's Day holidays which are covered separately under Index 502 - Holidays. The designated dates for Winter Break are established each year in the Academic Calendar and announced by Human Resources.

Staff with Regular Full-time and Temporary Full-time appointments are granted eight (8) days of paid Winter Break Leave as of December 1 each year.

Certain operations that continue over the established Winter Break due to business and operational needs may substitute alternate dates for Winter Break Leave with advance approval by the Director of Human Resources.

Non-exempt employees should record Winter Break Leave in full-day increments on their electronic time sheets on the dates when it is actually taken. Winter Break hours do not count as hours worked toward the calculation of premium overtime for non-exempt employees.

Exempt employees with alternate work schedules should work with their supervisors to schedule any alternate dates.

Winter Break Leave must be scheduled and taken prior to May 31 each year or it will be forfeited. Winter Break Leave may not be carried past May 31 each year, nor will forfeited Winter Break Leave be paid.

Supervisors will make every effort to schedule their employees for Winter Break Leave. Due to business and operational needs, supervisors may be unable to schedule all Winter Break Leave, in which case Winter Break Leave will be forfeited.