



UWM STANDARD OFFICE HOURS, LEGAL HOLIDAYS AND OTHER CAMPUS CLOSURES

No.: _____

Date: _____

Authority: Wisconsin Statutes

§36.115 <https://docs.legis.wisconsin.gov/statutes/statutes/36/115>

Wisconsin Statutes §230.35 State office hours; standard workweek; leaves of absence; holidays. <http://docs.legis.wisconsin.gov/statutes/statutes/230/II/35>

Wis. Admin. Code Section UWS 18.04,
Holidays http://docs.legis.wisconsin.gov/code/admin_code/er/18/04

University of Wisconsin System UPS Operational Policy GEN 2: Standard Office Hours and Legal Holidays and Other Institution Closures, https://www.wisconsin.edu/personnelsystems/download/development_documents/ops/gen/UPS%20OP%20GEN%202%20-%20Standard%20Office%20Hours,%20Legal%20Holidays%20and%20Other%20UW%20System%20Institution%20Closures.pdf .

University of Wisconsin System Unclassified Personnel Guidelines #9, Unclassified Staff Paid Vacation, Holiday, and Catastrophic Leave Policy, <https://www.wisconsin.edu/ohrwd/download/upg/UPG09.pdf>

University of Wisconsin System UPS Operational Policy BN 2: Personal Holiday and Legal Holiday Administration, https://www.wisconsin.edu/personnelsystems/download/development_document/s/ops/bn/UPS%20OP%20BN%202%20Personal%20Holiday%20and%20Legal%20Holiday%20Administration.pdf

University of Wisconsin System UPS Operational Policy GEN 15: Inclement Weather/Emergency Conditions,

https://www.wisconsin.edu/personnelsystems/download/development_documents/ops/gen/UPS%20OP%20GEN%2015%20Inclement%20Weather%20and%20Other%20Emergency%20Conditions.pdf

UWM Inclement Weather/Emergency Conditions Policy No. ____ (link)

Initiator: Robin Van Harpen, Vice Chancellor, Finance & Administrative Affairs

Responsible Party: Department of Human Resources; Department of Human Resources

Purpose: To establish standard Office Hours, legal holiday closures and other campus closures, in concert with the requirements of Wisconsin Statutes § 230.35.

Policy Background: Wis. Stat. § 36.115(2) requires the Board of Regents to develop personnel systems that are separate and distinct from the personnel system under Wis. Stats. Chapter 230. Effective July 1, 2015 the Standard Office hours provisions of Wis. Stat §230. 35 is no longer applicable to current UW System University Staff Employees. Therefore this policy provides the information relevant to UWM.

Definitions

Chancellor means the chief executive of UWM.

Standard office hours means the hours during the day that UWM must be open to the public.

Standard work week means days of the week, Monday through Friday, during which UWM must be open to the public.

POLICY

STANDARD OFFICE HOURS

UWM will be open Monday to Friday from 7:45 a.m. to 4:30 p.m., with potential intermissions from 11:45 a.m. to 12:30 p.m. The Chancellor may adjust opening and closing hours and intermission periods as UWM's needs otherwise require.

LEGAL HOLIDAY CLOSURES

UWM will be open on all days of the year except Saturdays, Sundays and the following holidays:

- January 1 (New Year's Day)
- The third Monday in January (Dr. Martin Luther King Jr. Day)

- The last Monday in May (Memorial Day)
- July 4 (Independence Day)
- The first Monday in September (Labor Day)
- The fourth Thursday in November (Thanksgiving)
- December 24 (Christmas Eve)
- December 25 (Christmas Day)
- December 31 (New Year's Eve)

If a legal holiday falls on Sunday, UWM will be closed the following Monday. Therefore, employees working the standard work week will observe the holiday by not reporting for work on the Monday following the respective holiday.

If a legal holiday falls on a Saturday, employees will be granted a floating holiday that must be used by the end of the applicable calendar year by University Staff and by the end of the applicable fiscal year by Faculty, Academic Staff and Limited Appointees.

For more information, please see UWSA UPS Operational Policy BN 2: *Personal Holiday and Legal Holiday*

Administration, https://www.wisconsin.edu/personnelsystems/download/development_documents/ops/bn/UPS%20OP%20BN%202%20Personal%20Holiday%20and%20Legal%20Holiday%20Administration.pdf

INCLEMENT WEATHER OR EMERGENCY CONDITIONS CLOSURES

When inclement weather or emergency conditions exist, every effort will be made to keep UWM open and operating as normal. However, where the health and safety of staff, students or the public would be placed at risk, or conditions or events prevent the normal operation of institutions, the Chancellor will determine the nature and extent of any action to be taken as outlined in UWSA UPS Operational Policy GEN 15 – *Inclement Weather/Emergency Conditions*,

https://www.wisconsin.edu/personnelsystems/download/development_documents/ops/gen/UPS%20OP%20GEN%2015%20Inclement%20Weather%20and%20Other%20Emergency%20Conditions.pdf and UWM *Inclement Weather/Emergency Conditions* policy No. ____ (link).

Contact Information

For information about the operation of this policy, contact the Personnel Representative for your respective School, College, Division or Department, or the Department of Human Resources.