

**The University of Wisconsin System  
UPS OPERATIONAL POLICY: GEN 2**



**SUBJECT: Standard Office Hours and Legal Holidays  
and Other Institution Closures**

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**Original Issuance Date:** July 1, 2015

**Last Revision Date:**

**1. POLICY PURPOSE:**

The purpose of this policy is to establish standard office hours, legal holiday, and other institutional closure procedures for UW System institutions.

**2. POLICY BACKGROUND:**

[Chapter 230](#) of Wisconsin State Statutes contains specific information about standard office hours, legal holiday closures, and other instances in which institutions may be closed. This policy will provide these same specifics effective July 1, 2015 for UW institutions.

**3. POLICY DEFINITIONS:**

"Chancellor" means the chief executive of an institution.

"Institution" means any of the following: UW-Eau Claire; UW-Green Bay; UW-La Crosse; UW-Milwaukee; UW-Oshkosh; UW-Parkside; UW-Platteville; UW-River Falls; UW-Stevens Point; UW-Stout; UW-Superior; UW-Whitewater; UW Colleges; UW-Extension; and UW System Administration.

"Standard office hours" means the hours during the day that an institution must be open to the public.

"Standard workweek" means days of the week, Monday through Friday, during which institutions must be open to the public.

**4. POLICY:**

**Standard Office Hours**

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

### **Legal Holiday Institution Closures**

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

- January 1 (New Year's Day)
- The 3<sup>rd</sup> Monday in January (Martin Luther King Jr. Day)
- The last Monday in May (Memorial Day)
- July 4 (Independence Day)
- The first Monday in September (Labor Day)
- The 4<sup>th</sup> 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, institutions will be closed the following Monday. Therefore, employees working the standard workweek 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 those holding a limited appointment.

Please refer to [UPS Operational Policy BN 2: Personal Holiday and Legal Holiday Administration](#) for more information.

### **Inclement Weather or Emergency Conditions Institution Closures**

When inclement weather or emergency conditions exist, every effort will be made to keep affected institutions 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 [UPS Operational Policy GEN 15: Inclement Weather/Emergency Conditions](#).

Please refer to [Operational Policy GEN 15: Inclement Weather/Emergency Conditions](#) for more detailed information.

## **5. RELATED DOCUMENTS:**

Wis. Admin. Code Chapter [UWS 18, Conduct on university lands](#)  
[UPS Operational Policy BN 2: Personal Holiday and Legal Holiday Administration](#)  
[UPS Operational Policy BN 4: Wisconsin and Federal Family and Medical Leave Acts](#)  
[UPS Operational Policy GEN15: Inclement Weather/Emergency Conditions](#)

## **6. POLICY HISTORY:**

[Unclassified Personnel Guideline Section 9.07](#)  
Wis. Stat. § [230.35, State office hours, standard workweek; leaves of absence; holidays](#)  
Wis. Admin. Code § [ER 18.04, Holidays](#)

Reviewed by the Board of Regents, December 7, 2012