

The University of Wisconsin System

Administrative Policy # 1227 (formerly GEN2)



Title: Standard Office Hours, Legal Holidays and Other UW System Institution Closures

Original Issuance Date: July 1, 2015

Last Revision Date: ~~July 1, 2015~~ July xx, 2025

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. Responsible UW System Officer

Associate Vice President and Chief Human Resources Officer

3. Scope and Institutional Responsibilities

This policy applies to all UW System institutions and the UW System Administration, except for UW-Madison.

4. 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.

5. Definitions

Chancellor: ~~means~~ Ithe chief executive of an institution.

Institution: ~~means a~~ 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 work week: ~~means~~ Days of the week, Monday through Friday, during which institutions must be open to the public.

6. Policy Statement

A. Standard ~~o~~Office ~~h~~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.

B. 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 3rd 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 4th 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 [SYS 1211, Personal Holiday and Legal Holiday Administration](#), for more information.

C. 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 [SYS 1235, Inclement Weather and Other Emergency Conditions](#).

Please refer to [SYS 1235, Inclement Weather and Other Emergency Conditions](#), for more detailed information.

75. Related Documents

[Wis. Stat. § 230.35, State office hours, standard workweek; leaves of absence; holidays](#)

[Wis. Admin. Code § ER 18.04, Holidays](#)

Wis. Admin. Code Chapter [UWS 18, Conduct on university lands](#)

[SYS 1211, Personal Holiday & Legal Holiday Administration](#)

[SYS 1213, Wisconsin and Federal Family and Medical Leave Acts](#)

[SYS 1235, Inclement Weather and Other Emergency Conditions](#)

86. 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](#)~~

[Revision 1: July xx, 2025](#)

[First approved: July 1, 2015](#)

Reviewed by the Board of Regents, December 7, 2012

9. Scheduled Review

[July 2030](#)