

Policy Title: Holiday Week

Policy Summary: Permitting the University to Elect to Close the Last Week of the Calendar Year

Policy Category: Human Resources

Policy Owner: Human Resources

Policy Summary

At its sole discretion, Drake University may elect to close the last week of the calendar year.

Purpose

The purpose of this policy is to allow the University, at its sole discretion, to elect to close for the last week of the calendar year.

Scope

At its sole discretion, Drake University may elect to close the last week of the calendar year. Even so, individual departments may elect to require coverage for certain services or events even when the University closes during this time period.

Policy

Holiday Week

In addition to vacation, holidays and personal time, Drake University may elect to close University offices during the last week of the calendar year. This additional “holiday week” is provided at the discretion of Drake University. Individual departments may elect to require coverage for certain services even when the University closes during this time period. In cases where special events, programs or operational needs require the University to remain open during this week, employees will be notified in advance.

Last Review Date: January 2021

Effective Date: September 2016

Resources and Related University Policies:

- [Holidays Policy](#)
- [Attendance Policy](#)
- [Vacation Policy](#)
- [Family and Medical Leave](#)