

Full-time Employee Work Schedule “Make-Up” Form for 2025 Year-End Closure Days

Employee Name and Department:

Supervisor Name:

FIT is closed on Friday, 12/26, Monday, 12/29, and Tuesday, 12/30 (“closure days”).

- The closure days may be made up by working extra hours during the winter recess period, Friday, 1/2/26 through Wednesday, 1/21/26, and/or during spring recess period, Monday, 3/30/26 through Thursday, 4/2/26, or,
- In lieu of working extra hours to make up for the closure days, employees may work their required regular hours and charge their Vacation, Free day, or Optional Day leave bank(s), in any combination, for hours not made up, provided banked time is available.

Employee Responsibilities:

Select and complete one option below, sign at the bottom of the form, and **submit it to your supervisor by Friday, 12/19/25, for review and approval of your proposed schedule** for the closure days. Please note: If “other hours” are proposed on your form, you must first consult with your supervisor before submitting.

Supervisor Responsibilities:

- Sign this form upon approval and send a final electronic copy to your employee(s).
- Ensure that employee(s) who will make up time meet their obligations or charge time as required.
- Notify HR via the [HR Solution Center](#) immediately after spring recess if the required time was not made up, so leave banks may be adjusted accordingly.

Please do not send the completed form to Human Resources.

- 1) **I will work my regular schedule** and will [charge my vacation, free days, or optional days bank\(s\)](#) for the hours not made up. I ensure that I will have sufficient time in these banks to charge the time.
- 2) **I am a 35-hour per week employee (including bargaining staff who are not yet eligible for shorter hours per the CBA), and I will make up the 21 hours (three 7-hour days) due to the closure days as follows:**

Winter Recess Period:

With one hour for lunch:

- 8 am to 5pm
- 8:30 am to 5:30 pm
- 9 am to 6 pm

With 30 minutes for lunch:

- 8 am to 4:30 pm
- 8:30 am to 5 pm
- 9 am to 5:30 pm

Other hours after consultation with my supervisor _____

Spring Recess Period:

With one hour for lunch:

- 8 am to 5 pm
- 8:30 am to 5:30 pm
- 9 am to 6 pm

With 30 minutes for lunch:

- 8 am to 4:30 pm
- 8:30 am to 5 pm
- 9 am to 5:30 pm

Other hours after consultation with my supervisor _____

- 3) **I am full-time non-classroom faculty, classroom assistant or bargaining staff employee who is eligible for a 30 hour work week (“shorter hours”) and will make up the 18 hours (three 6-hour days) due to the closure days as follows:**

Winter Recess Period:

With one hour for lunch:

- 8 am to 4 pm
- 8:30 am to 4:30 pm
- 9 am to 5 pm

With 30 minutes for lunch:

- 8 am to 3:30 pm
- 8:30 am to 4 pm
- 9 am to 4:30 pm

Other hours after consultation with my supervisor _____

Spring Recess Schedule:

With one hour for lunch:

- ___ 8 am to 4 pm
- ___ 8:30 am to 4:30 pm
- ___ 9 am to 5 pm

With 30 minutes for lunch:

- ___ 8 am to 3:30 pm
- ___ 8:30 am to 4 pm
- ___ 9 am to 4:30 pm

Other hours after consultation with my supervisor _____

Employee Signature: _____

Date: _____

Supervisor's Approval: _____

Date: _____