

From: [Raymond Duffy](#)
Subject: University Break Announcement
Date: Monday, November 9, 2020 11:16:54 AM



November 9, 2020

Dear Colleagues,

I am writing you today with additional details regarding University operations for the time period between the fall and spring semesters.

University Operations from Dec. 7 to Jan. 11

As Father Peter recently announced, there will be an adjustment to University operations from Monday, December 7, until Monday, January 11. The intent of the adjusted work schedule is to recognize the efforts of the community this past year by providing flexibility and time off to faculty and staff where operations allow. Campus operations will continue during this time; therefore, certain individuals will be required to work either on campus, or remotely, depending on departmental needs. These decisions will be determined and communicated by the area Vice President and/or Dean. For the departments that need to work during this time, consideration should be given to alternative ways to provide flexibility similar to what is done with summer hours.

Staff Vacation Time for the Remainder of the Calendar Year

The notion of vacation time during the 2020 calendar year is very different than it has been in past years due to the pandemic, and it's been difficult for many to take vacation in a traditional sense, including for travel. Fortunately, as a community, we have been able to avoid involuntary furloughs and across-the-board salary reductions. Given this, any outstanding vacation balances that remain for the 2020 calendar year will be replaced with the University adjusted work schedule in December and January where operations allow.

2020-21 Holiday Schedule

During the University adjusted work schedule detailed above, Villanova will still recognize the following as holidays: Thursday, December 24, through Friday, January 1, for Christmas/New Year's. The 2021 University holiday schedule is now available and can be found [here](#).

2021 Spring Semester Return to Campus Dates

At this time—and similar to the Fall 2020 semester—the University is planning to have an on campus residential experience as well as online and hybrid learning models. Below are guidelines for faculty and staff returning to campus for Spring 2021:

The University will return to normal operations on **Monday, January 11**, and faculty and staff will be expected to return to work either remotely or on-campus, based on operational needs, at that time.

- Individuals whose presence on campus is required to meet operational needs prior to student move-in and the start of the spring semester will be expected to return to work on campus before **Monday, January 25**. **Details regarding this return will be provided by the area Vice President and/or Dean.**
- All offices that require on-campus operations are expected to **be open by Monday, January 25**, to ensure that student and operational needs are met.
- Please note that certain academic programs, including the Law School, will begin the spring semester on Monday, January 11. Therefore, on campus operations will need to begin in early January, and the respective areas will communicate additional details with faculty and staff.

Process for Staff Applying for Workplace Accommodation/Telework Arrangements

- Following the same procedures as this fall, staff whose role and function can be carried out through telework will continue to do so until Monday, January 25, or when the Governor's order is lifted (if later).
- If you require a medical workplace accommodation beginning on Monday, January 25, and you submitted one this fall, you do not need to resubmit it. **However, all telework arrangements and new medical accommodations for the spring semester must be resubmitted. Please submit your [telework](#) and new [medical](#) requests accordingly.**
- All requests will be reviewed in consultation with the individual and the supervisor prior to a determination being made.
- As was the case in the fall, individuals may engage in a hybrid working model while the Governor's order is in place, with some time on campus and some time working remotely, to meet operational needs and as determined by the supervisor and/or department head.

If you have any questions, please feel free to contact the Office of Human Resources at hr@villanova.edu or 610-519-7900.

I am very grateful to be a part of a community that has been able to rise up and meet the needs of our students this fall, and I want to commend you for all of your efforts to put *Community First*.

I wish you and your families a safe and healthy holiday season.

Sincerely,

A handwritten signature in black ink, appearing to read "Ray Duffy". The signature is fluid and cursive, with the first name "Ray" and last name "Duffy" clearly distinguishable.

Ray Duffy, MS, SPHR, SHRM-SCP, CBP
Associate Vice President of Human Resources and Affirmative Action Officer

