Policy

UW System Administrative Policy 1227: Standard Office Hours, Legal Holidays and Other UW System Institution Closures requires that UW institution be open on all days of the year except Saturdays, Sundays, and listed holidays. This policy provides guidance on how this applies to UW-River Falls offices.

Definitions

Office Hours: UW System Administrative Policy 1227 requires institutions to 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.

Open: An institution is considered open when there is at least one designated office staffed in person. At least one staff member will be available, for example, to answer the telephone, receive visitors and take messages.

Paid Holidays: UW System Administrative Policy 1211 establishes paid holidays when UW System institutions are not required to be open for business. The holidays include:

1. January 1 (New Year’s Day)
2. Third Monday in January (Martin Luther King, Jr. Day)
3. Last Monday in May (Memorial Day)
4. July 4 (Independence Day)
5. First Monday in September (Labor Day)
6. Fourth Thursday in November (Thanksgiving Day)
7. December 24 (Christmas Eve Day)
8. December 25 (Christmas Day)
9. December 31 (New Year’s Eve Day)

* The day following if January 1, July 4 or December 25 falls on Sunday.

Authority

The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process.

The Vice Chancellor for Business and Finance is responsible for the administration of this policy. To request an exception to this policy from the Administrative Policies web site (http://www.uwr.edu/Administration/Policy/).

Sanctions and Appeals Process

Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.
Procedure
The Chancellor may determine periods, such as over holidays, when buildings will be closed and campus services will be reduced, and may offer more flexible working hours, such as during the summer. During those periods, with supervisor approval, employees may work remotely, take earned leave or make arrangements to work on campus. Administration reserves the right to call in employees if deemed necessary.

On days the institution is required to be open, but some services may be reduced, the Chancellor will designate a specific office to be open and staffed in person, as defined above. This office will be published on the website and Campus Police will be made aware. In addition, the following offices should be open with at least one staff member available, either in person or remotely. If working remotely, signage should direct any in-person visitors on how to contact the office.

Those offices are:
- Division of Technology Services
- Admissions
- Student Health and Counseling

Furthermore, essential functions shall be maintained in offices such as: Campus Police, Heating Plant and Facilities Management.

If closed, the following offices will display on the door to their office an indication of where a visitor may go to receive assistance and when the office will resume business. Closures will be infrequent and unusual.

1. Chancellor’s and Provost’s Office
2. Accounting/Accounts Payable
3. Assistant Chancellor for Student Success
4. Career Services
5. Continuing Education
6. Dean’s Office – College of Agriculture, Food and Environmental Sciences
7. Dean’s Office – College of Arts and Sciences
8. Dean’s Office – College of Business and Economics
9. Dean’s Office – College of Education and Professional Studies
10. Division of Business and Finance
11. Financial Aid
12. Graduate Studies
13. Human Resources/Payroll
14. Purchasing
15. Student Billing
16. Registrar’s Office

University Responsibilities
Vice Chancellor for Business and Finance
Related Documents

- UW System Administrative Policy 1227
  https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/standard-office-hours-legal-holidays-and-other-uw-system-institution-closures/
- UW System Administrative Policy 1211
  https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/personal-holiday-and-legal-holiday-administration/
- UWS 18.07(2)(a), Wisconsin Administrative Code
  https://docs.legis.wisconsin.gov/code/admin_code/uws/18/07/2/a
- Faculty and Academic Staff Handbook
  http://www.uwrf.edu/FacultySenate/Handbook/

Contact

Direct questions about this policy to administrative-policy@uwrf.edu.