Date: November 24, 2008

To: University of South Florida

From: Judy Genshaft, President

Re: Winter Break

The fall semester continues to be filled with your accomplishments. We saw a tremendous turnout for ResearchOne, a week that celebrated the intellectual energy devoted to discovery at this university. We saw national recognition when National Geographic aired its special on the archaeological findings of USF’s Philip Levy and team at George Washington’s childhood farm. We saw our men’s soccer team win the Big East Championship. All of this and more may be found on the USF News Web site.

Next month, USF will have an extended Winter Break for the first time. The university will be closed for normal business the entire week of Dec. 22-26, and for the two days Dec. 31 and Jan. 1. But a number of our laboratories, our health care services at USF Health, and others will be open. A full guide to student services open during the break will be distributed to the colleges soon. Exceptions have been submitted to the appropriate vice president for approval. For more information, please consult the Human Resources Web site.

To clarify: This closure simply means USF is closed for normal business on those days, just as we are for any other holiday. As we announced in May, the extended break is one way to reduce budgets and to reduce the use of buildings that are typically used inefficiently during that time.

Here is a breakdown of the days, which shows which ones are mandatory annual leave*, which ones are the usual floating holidays, and which ones are the usual state holidays.

**USF will be closed:**
Monday, Dec. 22: Winter Break*
Tuesday, Dec. 23: Winter Break*
Wednesday, Dec. 24: Floating Holiday
Thursday, Dec. 25: Holiday
Friday, Dec. 26: Floating Holiday
Wednesday, Dec. 31: Winter Break*
Thursday, Jan. 1: Holiday

**USF will be open:**
Monday, Dec. 29
Tuesday, Dec. 30
Friday, Jan. 2

Once again, thank you for everything you do for the University of South Florida. Despite the financial limitations we face, your energy and accomplishments are superlative. I wish you a great Thanksgiving and I hope you can enjoy time with family during the Winter Break next month.