

Dear Colleagues,

While it may still be early in the semester, the holidays are right around the corner. I'm writing to confirm that MassArt will be closed on Thanksgiving Day, Thursday, November 25th. We will be open on Wednesday, November 24th and Friday, November 26th however, President Grant has authorized minimal staffing levels on both of those days. Staff should work directly with their supervisors and may use vacation, personal, and/or compensatory time as appropriate.

MassArt will be closed Friday, December 24th, for the Christmas holiday and Friday, December 31st, for the New Year's Day holiday. Again, President Grant has authorized minimal staffing for Thursday, December 23rd through Thursday, December 30th and with supervisor approval, staff are encouraged to take off days between December 23rd and December 30th and should work with their supervisors to use vacation, personal, and/or compensatory time as appropriate.

Any staff that wish to request time off must follow the regular procedure and complete a Leave Request form in NEOED and obtain supervisor approval in advance.

With the exception of the legal/observed holidays, supervisors are reminded that plans must be in place to cover office operations and services. Please consult your area Vice President should you have questions about minimal staffing levels.

Justine Caron
Executive Director of Human Resources

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Massachusetts College of Art and Design is a public, independent institution that prepares artists, designers, and educators from diverse backgrounds to shape communities, economies, and culture for the common good.