



Office of HUMAN RESOURCES NEWSLETTER



December 2021

Winter Break 2021

The first day of winter break will be Thursday, December 23rd. *Administrative offices will reopen as normal on Monday January 3rd which will be the first day of class for winter session.*

Vacation and Administrative Leave

The end of the year is around the corner. Consider scheduling your remaining vacation and administrative leave days.

- **Administrative Leave Guidance:** Keep in mind that administrative leave may not be carried over into the calendar year 2022. Any administrative leave not taken by December 31, will be lost.
- **Vacation Leave Guidance:** To learn more about your vacation leave entitlement you may review paid time off policies here: [Paid Time Off Policy for Classified Employees](#) or [Paid Time Off Policy for Unclassified Employees](#)

Holiday Schedule 2022

The 2022 holiday schedule has been posted on the HR website, [2022 Holiday, Closures and Energy Leave Schedule](#)

Health Benefits

Any changes you elected to your medical and dental plan, and flexible spending account enrollments will be effective January 1, 2022. Your payroll deductions reflecting these elections for the 2022 calendar year will be effective in the January 21st 2022 pay date.

Retirement Plans

Retirement Plan Webinars, Information & Counseling Sessions resources may be found [here](#).

The Office of Human Resources is excited to close another year of service to the TCNJ family. There's no surprise that our community has persevered in an environment of unique uncertainty and challenges.

We eagerly look forward to 2022 and wish everyone a safe, healthy and restful Winter Break and a Happy New Year!

TCNJ Office of Human Resources: We are here for you!