



December 2022

Winter Break 2022

The first day of winter break will be Friday, December 23rd. *Administrative offices will reopen as normal on Tuesday, January 3rd.*

Vacation and Administrative Leave

The end of the year is around the corner. Please note:

- **Administrative Leave:** Keep in mind that administrative leave may not be carried over into the calendar year 2023. Any administrative leave not taken by December 31, will be lost.
- **Vacation Leave:** Keep in mind that any vacation leave in excess of the amount you are eligible and accrued for 2022 may not be carried over into the calendar year 2023. Any vacation leave not taken by December 31, will be lost. 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](#).
- **Energy Day Leave:** Only record your energy time for the last week of the year. ***Do not*** record any past energy days in 2022. Past days will be adjusted by the Office of Human Resources.
 - The Energy Savings Program is one of the most appreciated and valued benefits available to TCNJ staff. The program enables TCNJ to reduce energy costs by closing campus on certain Fridays during the academic summer months and during the last week of December.
 - For every full “Energy Holiday” workday worked, eligible employees accrue 1.5 times their regularly scheduled work hours which are applied to nine Energy Days used over designated dates.
 - If you work an Energy Holiday, no action is required. If you do not work on a designated “Energy Holiday,” you are required to request this day off in Oracle Cloud under Absences. You must request this day as an “Energy Day Not Worked,” this request should occur prior to the requested day.

Holiday Schedule 2023

The [2023 Holiday & Energy Leave Schedule](#) has been posted on the Office of Human Resources website.



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Health Benefits 2023

Any changes you elected to your medical and dental plan, and flexible spending account enrollments will be effective January 1, 2023. Your payroll deductions reflecting these elections for the 2023 calendar year will be effective in the regular payroll for [January 20th 2023 pay date](#), and nonregular payroll for the January 27th 2023 pay date.

Office of Human Resources Staffing updates:

Please note the following staffing changes in the Office of Human Resources:

Arrivals

- **Jocelyn Tarn**, Classification & Compensation Manager, has joined the HR team. Please [reach out](#) to her with any questions or support you may need in the compensation area.

Departures

- **Denise Cole** has decided to pursue other interests outside TCNJ. Denise served as the Manager of Training and Development. We wish her well. Please [contact](#) Steve Gall with any PAR questions, and hr@tcnj.edu with any training questions.
- **Cynthia Bishop-Lyons** has retired. Please [contact](#) the Benefits support team at benefits@tcnj.edu if you need any assistance.

Office Closure Reminders:

1. Add an out of office email informing contacts that the College is closed for winter break and will reopen on Tuesday, January 3rd, 2023.
2. Record the following message, or a similar message more specific to the business of your office, on your department's main extension:

"Thank you for calling The College of New Jersey. As part of its Energy Savings Program and the normal holiday schedule, The College will be closed from Friday, December 23rd 2022, through Monday, January 2nd 2023. All administrative offices will reopen on Tuesday, January 3rd 2023. Season's Greetings and best wishes for a Happy New Year."

Your department may elect to allow phone mail to take messages until the mailbox fills or you may program your phone not to receive messages for this period. For instructions on how to use the



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phone mail system, please see the [telecommunications web page](#).

3. Supervisors are asked to verify that an appropriate message has been recorded on your main department phone effective the beginning of the winter break. You may also opt to have a message recorded on other phones within the department. Please put a note on your calendar as a reminder to change the message on January 3rd, 2023.

We wish everyone a safe, healthy and restful Winter Break and a Happy New Year!



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