

CAMPUS RELAUNCH REFRESHER

Though it has been several months since most have completed the Return to Campus Training, it is still important for all of us to continue to practice our individual responsibilities to help reduce the spread of Covid-19.

We have created an online presentation, containing important links, individual responsibilities, workplace best practices, and resources links from the training course for quick reference.



Christopher Newport Captains Relaunch Refresher
for Faculty and Staff

[View This Presentation](#)

Please take some time to review the presentation. Thank you for your continued effort in following these guidelines.

SERVICE AWARD GIFTS

To those who were recognized this year for their service to the University, we thank you for your patience as we prepare your gifts and certificates.

To adhere to current guidelines and practice physical distancing, please schedule an appointment to pick up your gift. Appointments can be scheduled using the appointment form (link below).

[Schedule Gift Pickup Appointment](#)

Thank you again for your service and patience. Special thanks to the Events and Scheduling Team for their help with printing and facilitating the signatures for the certificates!

NOVEMBER AND DECEMBER HOLIDAY SCHEDULE

We are excited to announce the 2020 Holiday Schedule and very pleased to share that President Tribble authorized 36 hours of additional recognition leave for all classified and administrative faculty.

Supervisors who, out of university need, require colleagues to work these days must send prior notification to Human Resources.

In this situation, the recognition days can be taken at a later time.

The following schedule reflects the Commonwealth's holiday schedule, Christopher Newport's holiday time, and the additional 36 hours of Recognition Leave.

November 2020

Monday, November 23, 2020 – 8 hours recognition leave, *Closed all day*
**(Tuesday Classes conducted remotely on this Monday to make up for Election Day)*
Tuesday, November 24, 2020 – 8 hours recognition leave, *Closed all day*
Wednesday, November 25, 2020 – 8 hours holiday, *Closed all day*
Thursday, November 26, 2020 – 8 hours holiday, *Closed all day*
Friday, November 27, 2020 – 8 hours holiday, *Closed all day*

December 2020

Monday, December 21, 2020 – 8 hours recognition leave, *Closed all day*
Tuesday, December 22, 2020 – 8 hours recognition leave, *Closed all day*
Wednesday, December 23, 2020 – 4 hours recognition leave and 4 hours holiday,
Closed all day (Grades for all classes due at noon)
Thursday, December 24, 2020 – Christmas Eve holiday 8 hours, *Closed all day*
Friday, December 25, 2020 – Christmas holiday 8 hours, *Closed all day*
Monday, December 28, 2020 – 8 hours holiday, *Closed all day*
Tuesday, December 29, 2020 – 8 hours holiday, *Closed all day*
Wednesday, December 30, 2020 – 8 hours holiday, *Closed all day*
Thursday, December 31, 2020 – 8 hours holiday, *Closed all day*

January 2021

Friday, January 1, 2021 – New Year's holiday 8 hours, *Closed all day*
Monday, January 4, 2021 – Christopher Newport reopens

NOTE: Employees should not submit Recognition Leave until after the Recognition Leave buckets are updated in their leave records. Per state policy, Recognition Leave cannot be uploaded until the day it is earned.

EMPLOYEE WELLNESS

Check out these resource from the State Employee Financial Wellness Program and CommonHealth.

The November Financial Wellness pre-recorded webinar, *Avoiding Identity Theft*, can be found on the [Financial Wellness November Flyer](#). This webinar shows you how to protect yourself from identity theft and what recourse you have if the worst happens.

Visit the [CommonHealth Website](#) to view past/current Weekly Wellnotes and their current campaign, "Better Nights Ahead".

For questions or assistance regarding accessibility, please contact the Office of Human Resources.