

NOVEMBER & DECEMBER HOLIDAY SCHEDULE

We are excited to announce the 2019 Holiday schedule and pleased to share that President Tribble authorized two additional recognition leave days, totaling 16 hours, for all classified and administrative and professional faculty to recognize your efforts and dedication to our students and Christopher Newport.

The following schedule reflects the Commonwealth of Virginia's holiday schedule, Christopher Newport's holiday time, and the additional recognition leave days, totaling 16 hours, on January 2nd, 2020 and January 3rd, 2020.

November

Wednesday, November 27, 2019. 8 hours of holiday. University closed all day.
Thursday, November 28, 2019. 8 hours of holiday. University closed all day.
Friday, November 29, 2019. 8 hours of holiday. University closed all day.

December

Monday, December 23, 2019. 4 hours of holiday. University closes at Noon.
Tuesday, December 24, 2019. 8 hours of holiday. University closed all day.
Wednesday, December 25, 2019. Christmas Holiday 8 hours. University closed all day.
Thursday, December 26, 2019. 8 hours of holiday. University closed all day.
Friday, December 27, 2019. 8 hours of holiday. University closed all day.
Monday, December 30, 2019. 8 hours of holiday. University closed all day.
Tuesday, December 31, 2019. 8 hours of holiday. University closed all day.
Wednesday, January 1, 2020. New Year's Holiday 8 hours. University closed all day.
Thursday, January 2, 2020. 8 hours of recognition leave. University closed all day.
Friday, January 3, 2020. 8 hours of recognition leave. University closed all day.
Monday, January 6, 2020. Christopher Newport reopens.

For non-exempt employees, please remember in order to receive holiday pay, you must either work or be on leave with pay the last work day before and first work day after an observed holiday. For additional information, please review the full [Holiday Policy from the Department of Human Resources Management](#) or contact the Office of Human Resources.

ATTENTION FIDELITY INVESTMENT PARTICIPANTS

Active participants with Fidelity will need to select TIAA or DCP as your ORP-HE provider to receive future contributions. You will make this selection by logging into your secure *myVRS* account during the extended open enrollment by November 15th.

If you do not select a provider, your provider will be default to DCP for new contributions effective January 1, 2020. Participants may choose to retain their existing account balance with Fidelity or transfer the balance to the new provider. Unless elected otherwise, your existing account balance with Fidelity will be mapped to the new provider you select. Please visit the [VRS ORP-HE website](#) for more details.

NOVEMBER WALKING CHALLENGE!

Chart your course to Wellness this November by participating in our November Walking Challenge! Beginning November 1st, participants must walk 30 minutes at least 5 days each week for four weeks. The 30 minutes can be split into two 15 minute sessions. After the 30 minutes of walking is complete for the day, place an X on the respective day on the [November Walking Challenge form](#), located on the Human Resources Website, or can be picked up from the Office of Human Resources.

After the challenge is complete, turn the November Walking Challenge form into Christopher Kinney in the Office of Human Resources by December 6, 2019.

REMINDER:
Administrative
Professional and
Classified Evaluations
Due Friday, 11/8/19

SOCIAL SECURITY LUNCH & LEARN

Learn about retirement, Medicare, widows/spouses benefits, children's benefits, and more!

Thursday, November 7th
Noon - 1 p.m.

Freeman Center Room 101
[Register in the Learning Center](#)

RECRUITMENT TRAINING

For search chairs and committee members to learn more about their responsibilities during the recruitment process.

Wednesday, November 13th
2:30 p.m. – 4:30pm

HR First Floor Training Room
Contact HR at 4-7145 to Register

BUILD A BETTER MEAL LUNCH AND LEARN

Learn how to plan, shop, and prepare meals to fuel your body to be at your best!

Friday, November 15th
Noon - 1 p.m.

Freeman Center, Room 101
[Register in the Learning Center](#)

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