Chico State Enterprises Announcements  
Tuesday, December 15, 2020  

2020 Winter Break Closure and Timesheets

Campus Closure
The Winter Break campus closure has been extended to include **Thursday, December 31, 2020**. The campus will be closed from **December 25-31, 2020** and **January 1, 2021**.

Campus will be open on Thursday December 24; however, benefited employees can arrange with their appropriate supervisor to use exception hours (floating holiday or vacation hours) based on the department’s needs.

Benefited Hourly Timesheet Holiday & PTO Hours
Holiday hours are available only to benefited employees. Holiday hours (Dec 25, 28, 29 and 30) should be entered in the Holiday column on the timesheet.

Hours for December 31 should be entered in the ‘Other’ column and the PTO option selected within the ‘Other’ blue box on the timesheet. In and out entries should not be included unless employees are working that day.

Example Benefited Hourly Timesheet

![Example Benefited Hourly Timesheet](image-url)
Benefited Exempt Salary Timesheet Holiday & PTO Hours

Holiday hours (Dec 25, 28, 29 and 30) should be entered in the Holiday row on the timesheet.

Hours for December 31 should be indicated in the ‘Misc.’ row with “PTO” written next to Misc.