

OVPR Minute - June

Official Information and Action Items for OVPR Staff

| June | | | | | | | July | | | | | | | | |
|------|----|----|----|----|----|----|------|----|----|----|----|----|----|---------------------------------|--|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | 5 | Submit Timecard | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Pay Day | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | Holiday | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | |
| 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | | | | |

June 19 – Juneteenth Holiday Observed

SUPERVISORS ARE RESPONSIBLE FOR ACCURATE TIMECARDS

Correct cards = correct pay!

Time off Requests

Taking time off this summer? Submit your timecard in advance for one less item on your to-do list when you return.

Personal Leave Balances

Personal Leave Time for some staff expires on June 30. Personal Leave varies by collective bargaining agreement and may be different across UConn and UConn Health campuses. Personal Leave balances cannot be carried forward.

Working in Whetten

- If you are working in Whetten Graduate Center (Storrs Campus) and there is an issue with the building or facilities, please email Dana.Wine@uconn.edu.
- To reserve a workspace, please go to [UConn EMS System](#). If you reserve a space and end up not using it- please delete your reservation so others may use the space.

Performance Evaluation Cycles

| Actual or Estimated Date | Activity | Group | Applies to |
|--------------------------|---|--------------|-----------------------------------|
| June 20, 2025 | UConn Health Annual Evaluations Due to UCH HR at hr-operations@uchc.edu | UConn Health | Managerial and Confidential Staff |
| July 31, 2025 | UConn Storrs Annual Evaluations Due Management/Confidential Performance Evaluations Human Resources | UConn Storrs | Managerial and Confidential Staff |